

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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ADMINISTRATIVE PROCEDURES AWARDS/HONORARIA	March 2009
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Section 1. Service Awards for Employees:

Administrative Services Division will arrange for employees to be honored for their years of service to the State. The following guidelines apply to these awards:

1. Certificates and pins are awarded in five year increments starting with the 5<sup>th</sup> year of service.
2. Wooden plaques are awarded at 25 years and for each increment of 5 additional years.
3. Crystal bowls may be awarded at retirement at the discretion of the Department.
4. Pins and certificates are provided by A&I at no cost; plaques and bowls are purchased through A&I's approved awards program.

Section 2. Awards for Producers or Clientele:

The Wyoming Department of Agriculture may recognize producers or clientele with awards. Divisions will create and maintain criteria for such awards within their individual missions or goals. The following guidelines apply:

1. With prior approval of fiscal or division manager, appropriate awards of a nominal cost (nominal value is \$50) may be purchased with state funds.
2. Award ceremonies may be conducted in a reception format. Honorees will cover their own expenses for attendance at such ceremonies.
3. State employees, including University of Wyoming personnel, cannot receive awards purchased with state funds.
4. Affiliated boards and commissions may give awards of a nominal cost (\$50).
5. State Fair awards and premiums are governed by State Fair policies and procedures, not by this policy.

Section 3. Honoraria received by employees

Department employees may be asked to present papers at conferences or to give presentations to groups in or out of state. The following guidelines apply:

1. If an employee is representing the Department (i.e., receiving per diem from the Department) or receiving an award related to employment, any honoraria above nominal value (\$50) must be applied back to travel expenses for that employee or to that employee's division budget. If the award is given in the form of a gift, that gift valued over \$50 becomes property of the Department and should be housed at the Department. If an award cannot be applied back to the division budget or used by the Department, the award should be respectfully declined.
2. If an employee is on personal time when given an honorarium and not receiving per diem for travel at the time of the award, the employee may retain it.



Wyoming  
DEPARTMENT OF Agriculture

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*The Wyoming Department of Agriculture is dedicated to the promotion and enhancement of Wyoming's agriculture, natural resources and quality of life.*

## WDA Logo Policy

When using or adding the Wyoming Department of Agriculture logo, you must consult the following policy. If your design does not fall within these rules and regulations, please submit the design to the Public Information Officer for further approval.

### Using the logo itself:

1. The logo must not exceed four inches in height by eight inches in width. If it needs to be larger than this, please submit the design to the Public Information Officer for further approval.
2. No neon or any other brash colors shall be allowed.

### Using the logo on clothing:

1. The same size and color considerations apply to clothing (see #1 and 2).
2. The logo shall be placed only on the right or left side of the chest above where a pocket would be located on a dress shirt. The logo will not be allowed on the sleeves, the back, or anywhere else unless previously approved.
3. The color of the shirt and logo should be complementary colors or the same color to achieve a harmonious and high quality look.
4. The logo should be embroidered on the item; no screen print will be allowed unless previously approved.
5. The logo should only be placed on shirts with buttons, vests, and jackets unless otherwise approved. Long sleeve and short sleeve dress shirts and polo shirts are allowed.

### BOARD MEMBERS

Juan Reyes, *District 1* • Jim Hodder, *District 2* • Shaun Sims, *District 3* • Jim Bennage, *District 4* • Joe Thomas, *District 5*  
Bryan Brost, *District 6* • Jim Price, Jr., *District 7*

### YOUTH BOARD MEMBERS

Patrick Zimmerer, *Southeast* • Dalin Winters, *Northwest* • John Hansen, *Southwest* • Bridget Kukowski, *Northeast*

*Equal Opportunity in Employment and Services*

# WDA GIS Policy

May 7, 2009

## **GIS Usage:**

1. Preferably, GIS users within the WDA will have ArcGIS training from an ESRI accredited instructor or similar training. In addition, a Natural Resources and Policy designated staff person will maintain a procedures sheet explaining how to use our software and the procedures for accessing technical support.
2. Per the constraints of the GIS Concurrent Use License, only one user is allowed to perform GIS at any given time. GIS software is on a first come first serve basis. Natural Resources and Policy designated staff will coordinate a flexible schedule for the current GIS users should conflict of use occur.

## **Data Storage:**

1. A GIS server will house all GIS data.
2. The server will house a separate folder for all general data, i.e., roads, county boundaries, streams, etc.
3. Each staff will have a separate folder for his/her completed projects.

## **Printing:**

1. GIS users will follow the procedures sheet mentioned in #1 under GIS Usage to access the plotter. Usage of the plotter will be tracked and inventoried by the plotter itself. Cost of ink and paper will be divided among users and will be monitored by Natural Resources and Policy designated staff on a monthly basis.

# WDA Procedures Sheet

May 7, 2009

- 1) Natural Resources and Policy GIS designated staff will review yearly maintenance agreement and timely payment to ESRI.
- 2) Technical Support:
  - a. If GIS users need general software and printing assistance, they can ask other WDA staff with GIS experience.
  - b. If users see the error statement "All ArcView Licenses are in use," they can contact WDA IT staff to determine if license is available for use.
  - c. ESRI Technical Support staff can answer all other error statements, technical questions, etc. The yearly maintenance agreement allows unlimited questions at no additional charge.
- 3) Printing:
  - a. IT staff will provide user access to the GIS plotter.
  - b. Natural Resources and Policy designated staff will coordinate with the Department's supply purchasing person to order replacement paper and ink cartridges.
  - c. Natural Resources and Policy designated staff will provide the necessary print tracking history information to prorate printing costs among users.
  - d. Natural Resources and Policy designated staff will also serve as the main contact person regarding plotter printing problems and questions.

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WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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ADMINISTRATIVE PROCEDURES GENERAL PROVISIONS	November 2010
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Section 1. Director. The “Director” or “Director’s Office,” referred to in this document, includes the Director and/or the Deputy Director. In their absence this reference includes the Administrative Services Manager.

Section 2. Attorney General. Any matter requiring a formal opinion by the Attorney General’s Office must be cleared through the Director’s office before submission to the Attorney General. A copy of all correspondence will be filed in the Director’s office.

In case of an emergency or if time is of the essence, the manager has the authority to contact the Attorney General. The Director should be informed of this action as soon as possible and appropriate documents filed with the Director’s office.

Section 3. Governor’s Office. Staff follows the “chain of command” from the manager of his/her division to the Director before any correspondence or discussions are forwarded to the Governor or Governor’s staff. The final copy of all correspondence to the Governor must be approved by the Director prior to sending.

Section 4. Legislation. All proposals for legislation initiated by Department personnel in their official capacity will be approved by the Director both prior to drafting and also prior to forwarding outside the Department.

Section 5. Lobbying. In their official capacity, state employees cannot lobby for any legislation nor are employees permitted to spend their work time viewing the legislature from the galleries or "buttonholing" legislators on or off the floor unless given permission by the Director or their manager.

If requested to appear before a committee, or if a legislator asks for an employee’s views, the employee can take the time to cooperate but will inform his/her supervisor and the Director. Offering technical assistance to a legislator is permissible. The Director and supervisor or manager should be kept informed of legislative contacts.

As private citizens, employees on their own time and on their own phone or personal e-mail system may lobby legislators as appropriate, providing employees make the distinction that they are “private citizens” during such activities.

Section 6. Media requests. Employees and supervisors may answer questions from the media pertaining to their division’s operation within the scope of their responsibilities. Employees need to keep supervisor or manager informed as to inquiries and comments. In the case of oral or written statements of policy and formal press releases, employees and supervisors should seek prior approval of and assistance from the Public Information Officer and the Director.

Section 7. Personnel Concerns. Personnel issues go to manager and/or Administrative Services Manager but do not get forwarded out of the Department without the Administrative Manager's knowledge. The State of Wyoming Personnel Rules will be followed.

Section 8. Consumer Complaints. We will receive complaints via telephone, e-mail, fax, in person, or in writing. All complaints will receive a prompt and courteous response within 24 hours. If the complaint involves a claim of food or water borne illness or environmental issue (e.g., pesticide), an external agency may need to be contacted such as the State Health Department or Environmental Quality.

Section 9. 911 Emergency Calls/Calls for Service. These calls pertain to circumstances which may be life threatening or involve an immediate physical danger to persons or eminent danger to property. Examples: fire, natural gas leaks, heart attack, choking, robbery, theft in progress, physical altercation, weapon exhibition, etc.

Non-emergency calls are referred to as "calls for service." Such calls for service should be made directly to a responding agency.

Examples:

A&I General Services to report issues with the Smith Building: 777-7767

Cheyenne Police Dept. non-emergency number for cold crimes or traffic collisions: 637-6524.

Section 10. Soliciting in State Buildings. Sales people are prohibited from selling their wares in State buildings. Capitol Police should be notified immediately of persons soliciting on State property.

Within the WDA, employees may sell wares, solicit support for non-profits, etc., in their respective break room.

Section 11. Meetings in Cheyenne Building. Department employees involved in meetings held in the Smith Building should advise the receptionist of any pertinent information (time, etc.) and provide a list of attendees (for receiving telephone calls, etc.). The use of the conference room must be scheduled with the Executive Assistant to prevent conflict-of-use. The responsibility for all preparations including purchasing and making the coffee as well as cleaning afterwards rests with the respective section.

Section 12. Children of employees in office buildings. Employees are welcome to bring their children to visit their worksite, provided the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. Employees need to seek prior permission of their supervisor, and the children must be directly supervised by the parent at all times.

In giving permission for these brief or unavoidable visits, a supervisor will need to consider the age of the child, how long the child needs to be present, the work environment in the employee's area, work priorities, and any possible disruption to the employee and co-workers.

A suggested definition of "brief" is 15 minutes or less; a suggested definition of "infrequent" is "rarely." The employee should seek definition of this policy from his/her supervisor.

Employees are not permitted to bring sick children to work.

Supervisors need to give advance approval for "bring your child to work days," using the criteria given above.

This policy does not apply to participation in a structured event where families are invited and the event has the prior approval of the Director.

Section 13. Breastfeeding. To comply with federal law which requires the provision of an unpaid, reasonable break time for an employee to express breast milk for a year after her child's birth, the Department developed the following policy:

1. Supervisors will work with breastfeeding mothers to create a mutually acceptable flexible work schedule, including 15-minute breaks every two hours or as necessary for breastfeeding or the expression of breast milk.
2. Offices (Cheyenne, Laramie, and Douglas) will provide a private, convenient, and sanitary place for this purpose. This area must be an area other than a restroom. It must be shielded from view and free from intrusion from co-workers and the public. In Cheyenne, for instance, if the employee does not have a private office, the small conference room could be removed from use for the duration of the need for such a place.
3. The employee will have reasonable access to safe water and sink.
4. The employee will have convenient refrigeration.
5. Staff are expected to provide an atmosphere of support for breastfeeding employees.

Section 13. Keys to Cheyenne Office. Cheyenne personnel are assigned an office key. The front door is unlocked between 8:00 a.m. and 5:00 p.m. Monday through Friday. Doors are to remain locked during non-business hours. The back door will be locked at all times. If you lose your key, report it immediately to Administrative Services. Upon termination, keys must be returned to Administrative Services.

Section 14. Non-Smoking Policy. To protect the health of state employees, smoking is not permitted in any Department of Agriculture building.

Section 15. Telephone Use.

1. During working hours, incoming calls will be answered in person.
2. The number of personal calls made and accepted must be kept to a minimum.
3. Personal long distance phone calls will not be charged to the department.

Section 16. Use of State Property. The use of State property for anything other than official department business is prohibited. Employees shall protect and conserve State property, equipment, and supplies entrusted to them.

Requests for exceptions, such as a request to use a personal piece of equipment for State business like a snowmobile, must be approved prior to use by the division manager and Administrative Services manager to assure that Risk Management is informed and that appropriate insurance and licenses are in place.

Section 17. Office Furniture and Equipment Inventory. Each division maintains an accurate inventory of furniture and equipment.

1. Each division is responsible for its inventory and correctly marking vouchers and procurement card invoices for items which should be added to inventory lists and the location of the inventory.
2. The Administrative Service' Inventory Coordinator will check inventory lists annually.
3. Items such as staplers and tape dispensers should not be included, but calculators and phones should be tracked, along with computers, desks, chairs, etc.



4. The Inventory Coordinator will fill out the forms to get items on the Auditor's system which cost more than \$500. Each division is responsible for making sure the inventory tag is placed on the equipment.
5. The Inventory Coordinator must be made aware of any changes, such as trading or moving equipment.
6. The Inventory Coordinator will handle any items being discarded (whether broken or going to Surplus) to ensure the item is taken off the inventory and approval has been obtained from Surplus for destruction or delivery.
7. At an Exit Interview, each division manager will use an inventory list to check with the departing employee.

Section 18. Audio-Visual & Computer Equipment. All audio-visual equipment must be checked out through the front desk receptionist and returned in the same condition. Such items will be signed out and signed in with the front desk in person so that damages may be repaired and paid for by the responsible division.

Section 19. Recycling Policy. The department encourages recycling and has provided bins for recyclable materials. Place used paper in recycling bins located next to the copiers and in the rear of the Smith Building. Reusable disks are stored in the supply cabinets. Purchasing recycled products is encouraged whenever feasible.

Section 20. Requests for Supplies. Supplies will be ordered two times per month by the Administration section. If you need an item, please notify Administration. If you notice something is low, or if you take the last of an item from the supply cabinet, please notify Administration.

Section 21. Record Retention Schedule Policy. The Wyoming Department of Agriculture follows the State Archives rules and regulations regarding record retention. All public records are the property of the State. Each division of the Wyoming Department of Agriculture has its own Record Retention Policy on file with the Records Management Unit of Archives. Please check with Administrative Services for details. If something is not defined in a WDA records policy, then the General Schedules-Executive Branch is followed.

Section 22. Employees Without Social Security Cards. New hires are required to provide certain documents to establish identity and employment eligibility within 3 business days of the date employment begins. In lieu of a required form, we will accept a receipt for the application of a replacement document. However, the employee must present the replacement document within 90 days from the date of hire or be terminated.



WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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ADMINISTRATIVE PROCEDURES PUBLIC RECORDS POLICY	MARCH 2007
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Section 1. Release of Public Records to the Public.

Purpose: At the initiative of the Director, this policy is to establish process and procedures pertaining to efficient and timely compliance with Wyoming's Public Records Act. The purpose of this policy is to standardize procedures in compliance with Article 2, Public Records Law 16-4-201 through 16-4-205 found at this URL:

<http://legisweb.state.wy.us/statutes/titles/Title16/Title16.htm>

This policy addresses only formal open-records requests for information, which are neither confidential nor proprietary in nature nor contrary to state or federal statutes or laws. This policy does not apply to department records relating to ongoing or potential investigations or for information requested by a valid subpoena.

Section 2. Guidelines

The following are guidelines for dissemination of information to the public about WDA business:

1. Request for records: The public needs to submit open-records inquiries in writing addressed to the "custodian of the records" who, under this policy, will be the appropriate division manager.
2. Timeliness: Requests for information will be acknowledged within a reasonable time frame, i.e., as soon as possible.
3. Appendices A and B can be used to document either examination of documents on site or to release files to be photocopied on site.
4. While most open-records requests will be routine in nature, the custodian of the records will notify the Director of requests that are exceptionally extensive, involve highly controversial matters, or are otherwise extraordinary and may require the Director's special attention.
5. Review of Records: Any person is entitled to inspect the agency's files, unless the requested files are subject to withholding from inspection for reasons specified in the Public Records Act. If you know or suspect a file or part of a file may be confidential or should be withheld from inspection, contact your supervisor prior to making the file available to the requesting individual. The individual may review the file in the office of the department under supervision of an employee of the department.
6. Photocopying and search fees: Any person having the right to inspect an agency file is also entitled to copying without charge.
7. Media requests: The Director will be notified immediately of all public-record requests submitted by the print or broadcast media.

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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ADMINISTRATIVE PROCEDURES STATE FAIR ALCOHOL USE	MAY 2007
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Section 1. Year-around Alcohol Use Policy at the Wyoming State Fairgrounds. The guidelines for the serving of alcoholic beverages are as follows:

1. The serving of alcohol will be a secondary focus at these functions.
2. Food will be served with alcohol.
3. Equally attractive accessible non-alcoholic drinks will be provided.
4. The cocktail hour before dinner will be kept to a reasonable time and consumption limited.
5. The host or sponsor of the function should assume responsibility for thoughtful consideration of guests' health, safety, and pleasure by avoiding intoxication and helping others to do the same.
6. The use of alcohol must be requested through the director's office, a minimum of 30 days prior to the event.
7. The sponsor will abide by all applicable liquor laws.
8. The sponsor will post an appropriate damage deposit.
9. The sponsor may be required to hire a law enforcement officer to be present during the event.
10. The sponsor will complete an Indemnity and Hold Harmless Agreement.
11. The sponsor will provide WDA with the necessary insurance paperwork.

Section 2. Annual State Fair Event. Malt beverages shall only be sold for consumption during State Fair on the State Fairgrounds in areas specifically designated by the Director of the Department of Agriculture per W. S. 12-4-505.

Section 3. Wyoming Department of Agriculture procedures for requesting permission to serve alcohol on State Fairgrounds:

1. Upon notification from Party of the desire to serve alcohol, Party will be informed of the requirement to purchase insurance and to sign the "Indemnity and Hold Harmless Agreement."
2. Party will send a written letter of request to the State Fair office along with proof of insurance and signed agreement. Requests should be filed 30 days prior to the event.
3. The State Fair office will send a written letter of request to Risk Manager at A&I Procurement with proof of insurance and copy of signed "Indemnity and Hold Harmless Agreement."
4. Upon receipt of A&I's decision, the State Fair office will notify the Party.

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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ADMINISTRATIVE PROCEDURES VEHICLE USE POLICY	MARCH 2007
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Please refer to the State of Wyoming Vehicle Use Policy for complete details.

Section 1: Summary of Vehicle Use Policy.

1. State vehicles must be used only for official state business.
2. Only State employees are allowed to drive State vehicles.
3. No one may ride as a passenger for personal business in a State vehicle.
4. Employees may transport members of the public (board or commission members, other government employee, authorized agent or volunteer) if such transportation is needed for the conduct of State business.
5. Spouses, children, relatives and friends of employees are prohibited from riding in a State vehicle. Spouses who are also State employees and participating in a State business function are authorized to ride in the same State vehicle.
6. When an employee is required to drive his/her personal vehicle for State business because no MVMS vehicle is available, or because it is in the State's best interest that a personal vehicle be used (i.e., less expensive), reimbursement shall be at the applicable nontaxable rate allowed by the IRS at the time of travel.
7. When an employee wishes to use his/her personal vehicle for State business which will also include personal business unrelated to the travel, reimbursement shall be made at the lower U.S. General Services Administration Privately Owned Vehicle Reimbursement Rate currently applicable.
8. In the case of #6 or #7, the travel request form (A&I-25) must be completed and approved by the division manager prior to travel if at all possible. Personal vehicle use without a completed form will automatically be reimbursed at the rate described in #7.
9. Any reimbursement for mileage claimed for driving a personal vehicle is limited to map miles for the most direct route. If the trip is over the map mileage, the traveler must record odometer readings for the part of the trip not covered by map mileage. This mileage must be recorded on a separate line on the travel voucher with an explanation for the extra miles.

Section 2. Permanently Assigned Vehicle Requests. All requests for new department vehicles must be in writing and approved by the Director's office. The Financial Manager needs to be notified of a permanent vehicle request.

Section 3. Use of Department Vehicles.

1. Use of State vehicles is dictated by the location of the employee's primary office.
2. Field Staff with no assigned office space (in home office) are allowed to drive and park the State vehicles at their residence.
3. Field Staff who utilize office space outside of their home at a location separate of their residence shall park their vehicles at their primary office location.
4. Staff with assigned office space (Cheyenne employees) shall be parked at the office location unless an exception has been made in writing.
5. Employees on Call (bean grading, potato grading, leaf cutter bee, and other time sensitive commodity inspections) with a reasonable expectation of being called at any time for inspection or sampling duties are permitted to operate the State vehicle from their office location or residence as needed. If the employee is called and a State vehicle is not readily available, the employee may use a personal vehicle as needed and shall be reimbursed the current IRS mileage rate.
6. All personal use of a state vehicle shall be reported annually as requested from Administrative Services each October. (Forms will be sent to employees with assigned vehicles in early fall for this purpose.) IRS regulations state that any employee who is allowed to utilize a state-owned vehicle for personal use must have a value assigned to that benefit and the resulting "income" reported on the employee's W-2. The State of Wyoming utilizes the "Special Accounting Period" rule (formerly known as the "Optional Calendar Year" method) with usage reported from November 1 through October 31 shown on the W-2. IRS regulations stipulate that personal vehicle use is subject to both FICA/MDCRE and federal withholding taxes. These taxes will be withheld from employees' December paycheck.

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

PERSONNEL CONFIDENTIALITY	MARCH 2007
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1. Employees shall treat the results and records of their inspections as confidential, including conversations held with an establishment. Employees shall not disclose this information to the public, including other businesses or establishment owners, unless approved by the supervisor or manager and in accordance with this policy.
2. No Confidential Business Information (CBI) collected as a result of an inspection or investigation shall be released by an employee to anyone except the employee's immediate supervisor or manager and the establishment's owner/manager.
3. For the purposes of this policy, CBI is any information obtained from an establishment that includes, but is not limited to the following: financial, personnel, trademark, trade secrets or other commercial information claimed as confidential by its source.
4. Supervisors or the manager may direct employees to provide copies of their records, files, inspection results, etc., to parties who may request this information through the State of Wyoming Public Records Act. Such requests are required to be made to the division manager in writing.
5. Employees shall adhere to the procedures for archiving records, including when records can be destroyed and how they should be destroyed. When in doubt, employees should confirm archive requirements with manager.
6. Except for records required by fiscal policy, no retained records shall contain social security numbers.
7. All records and files of an employee are the property of the state of Wyoming.

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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PERSONNEL INTERN POLICY	MARCH 2007
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Section 1. Requirements. All department interns **should keep a job journal in an appropriate format** along with samples of any completed work (such as news releases, etc.).

All interns will be required to make a presentation to the Board of Agriculture at the scheduled meeting held during state fair. The presentations will be 10 minutes long. The journal/scrapbook should be brought to this meeting to share with board members during breaks.

Section 2. Training. Interns will participate in a new employee orientation and receive appropriate training on policies as appropriate: defensive driving, ethics, anti-discrimination, etc.

Section 3. Start Dates and Hiring Requirements. Managers hiring an intern will notify Administration two weeks in advance of the start date so that a contract may be created. Interns may not start before the contract is finalized.

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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PERSONNEL GENERAL POLICIES	March 2011
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All Personnel matters will be handled in accordance with State of Wyoming Personnel Rules and Regulations.

Section 1. Upon hiring, employees are asked to sign statements that they have reviewed the following state-wide policies found on this website:

<http://personnel.state.wy.us/06Rules/Rules.htm>

- [State of Wyoming Personnel Rules](#)
- [Anti-Discrimination Policy](#)
- [E-Mail and Computer Equipment/Website Policies](#)
- [Ethics Policy](#)
- [Substance Abuse Policy](#)
- [Workforce Violence Policy](#)

These policies reinforce the fact that it is essential our employees treat each other and our customers with courtesy, respect, and professionalism and that they work cooperatively and constructively in resolving issues or problems.

Section 2. These additional policies are also reviewed with new hires:

[Internal Policies](#) and [Safety Manual](#) ( <http://wyagric.state.wy.us/policy>)

(Individual divisions have additional safety training and sign-offs)

[Travel Policies](#) and [Vehicle Use Policies](#) (hard copy to employees and in [Internal Policies](#)

(Employees also view defensive driving videos and review these videos every three years.)

[Conflict of Interest](#) (Any person involved with activities that may be in conflict with duties as a WDA employee must apply for a leave of absence or risk the threat of discipline according to the State of Wyoming Personnel Rules. Employees should ask for clarification from their supervisor or from the Director when they are unsure if something would be considered a conflict with their employment or a violation of the Code of Ethics.)

Individual divisions have additional sign-offs on division policies and procedures. All of these policies should be reviewed at annual performance appraisal to assure that employees are current on the meaning and purpose of these policies.

Section 3. [Supervision](#). According to State of Wyoming Personnel Rules (Chapter 6, Section 14), “an agency head may approve the hiring of a person who is the spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, step-sibling, sibling-in-law of any current employee in that agency.”



However, a direct supervisor cannot be a member of the immediate family (as defined in Chapter 6, Section 14) he or she supervises.

Section 4. Discipline. The Division Manager, Supervisor, and Administrative Services Manager must be informed of all disciplinary problems, serious complaints, allegations, violations or situations. The Administrative Services Manager will work with the various personnel to solve the problem internally, if possible. Failing that, the Director, A&I Personnel Section, and the Attorney General's Office (through the Director's Office) will be consulted for advice.

Section 5. Additional definition of Ethics Policy: Department employees are expected to “conduct themselves in a manner that will not bring discredit or embarrassment to the State,” to quote the Ethics Policy referenced above. When employees are traveling or at a seminar or workshop and are receiving per diem, their actions are still within “scope of employment,” and employees will be held to that standard. For instance, if a Department employee is at State Fair either during regular business hours or off duty, that employee will need to conduct himself/herself in a professional manner. Off duty and on per diem that employee is still held to the state’s Ethics Policy.

Section 6. Americans with Disabilities Act (ADA) The State of Wyoming and the Department of Agriculture actively supports the ADA and will reasonably accommodate qualified applicants and employees with disabilities. Resources include this website’s information:  
[http://www.wyomingworkforce.org/how/vr\\_wyrdstele\\_ug-vco.aspx](http://www.wyomingworkforce.org/how/vr_wyrdstele_ug-vco.aspx)

Department guidelines in complying with this Act are as follows:

1. Any publications or media releases from Agriculture must include offering information in alternative formats if requested.
2. Meetings should be planned in buildings (public or private) which are accessible.
3. All new or modified contracts should contain language requiring ADA compliance as a condition of the agreement with the vendor.
4. Candidates for Departmental openings should be apprised of any physical requirements to accomplish tasks, and one way to provide an overview of tasks is the Technical Services PowerPoint found on their website.

Section 7. Dress Code. All employees are expected to dress professionally and appropriately for the position they hold or the particular task they are doing. As employees of the WDA, we all need to reflect a professional appearance in any of our work environments to earn the respect of being a knowledgeable professional. Overall, professional grooming and appearance is an expectation of our positions at any hour of the day of which you are representing the public image of the Department of Agriculture which includes any time you are driving a state vehicle.

1. Field staff need to wear clothing appropriate to their tasks. If in doubt, please ask your supervisor for guidance. In any event, clothing should not be excessively worn-looking or stained. Caps need to display an appropriate logo: the WDA or State Fair or university logo is acceptable. T-shirts should not be worn in any venue.

2. Field staff visiting the Cheyenne office for any extended period of time (two hours or more) need to dress “business casual.”
3. Business casual is the minimum level of dress for all positions and locations and offices (Cheyenne, Douglas, and Laramie) except on “casual Fridays.” For example: ties, while not required every day, should be worn when representing the WDA at an event or meeting when ties are expected to be worn.
4. On Fridays it is acceptable for most non-management staff to wear clean jeans with no tears or holes and not low-riding jeans. An exception to this is for staff who visit the Capitol: jeans are not acceptable in the Capitol at any time. Staff will not wear jeans in the Cheyenne office during legislative sessions.
5. For all staff attending legislative events anywhere in the state or at other important government meetings or in the State Capitol complex, dress is business casual at the very minimum. Business attire and ties for men are the more acceptable for these occasions.
6. For managers and supervisors, it is important to maintain the WDA’s public image and set an example for other employees. Business casual is the minimum dress code during working hours in the Cheyenne office. Event-appropriate attire worn for duties outside the Cheyenne office is acceptable. Event-appropriate attire is also permitted if you are in transition from office to field work or travel. For instance, if you need to visit the office briefly before spending the rest of the day driving or in the field, you may come to the office in appropriate attire for those tasks.
7. No dress code can cover all contingencies so employees need to use good judgment in their choice of clothing and appearance while on work detail. If you experience uncertainty about acceptable, professional attire for work, please ask your supervisor, manager, or the Administrative Manager.
8. Supervisors will review this dress code with interns.
9. The Director may enact exemptions to the dress code for special events.
10. Here is a set of guidelines to help define “business casual” and general appearance:

General:

Attire with holes, stains, excessive damage or wear will not be tolerated. In addition to being in good repair, clothing cannot be “revealing” as in short skirts, short shorts, low-cut shirts, tank tops, cropped shirts, etc. All employees will refrain from wearing any jogging outfits, athletic wear, sweatshirts, or work-type t-shirts. Shirttails are expected to be tucked in. Although casual Fridays may be allowed, clothing potentially offensive to others is never appropriate.

Slacks, Pants, and Suit Pants:

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, dress Capri’s, and professional looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans (except on “casual Fridays”) sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits:

Casual dresses and skirts are acceptable. Dresses and skirts should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the

thigh are inappropriate. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, Caps, Jackets:

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office. Caps or hats worn for inspection duties need to display an appropriate logo: the WDA or State Fair or university logo is acceptable. Caps or hats are not appropriate casual business attire for wear inside an office building or at meetings. Inappropriate attire for work includes tank tops; midriff tops; t-shirts; shirts or caps with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear:

Conservative walking shoes, loafers, sneakers, boots, flats, dress heels, dress sandals, and leather deck-type shoes are acceptable for work. Flashy athletic shoes, thongs, flip-flops, or slippers are not acceptable.

11. Specific concerns or issues with any of the above should be brought to your supervisor.
12. When an employee is found to be outside these acceptable standards, the employee will be sent home to change and return to the office, using annual leave or leave without pay for time away from the office.

Section 8. Employee of the Month. There will be an employee selected each month for special recognition. The WDA Communications Committee is in charge of selection.

1. A reminder notice of the selection process will be placed in the Tuesday Tidbits every week.
2. Nominations are due by the 15th of each month. Any employee may nominate any other employee for a specific accomplishment, for long-term excellence, or for an outstanding nonprofessional accomplishment.
3. The Communications Committee will meet between the 16<sup>th</sup> and 20th of each month to determine selection, which must be approved by the appropriate division manager or supervisor.
4. The Director will notify the candidate and do the presentation of a letter and certificate of recognition. Cheyenne employees also are awarded the WDA Employee of the Month parking slot. Those employees living outside Cheyenne are entitled to the WDA Employee of the Month parking slot whenever they are in Cheyenne, with advanced coordination. Employees may also be recognized with an administrative day of leave if full-time or prorated hours of leave if part-time.

Section 9. Performance Appraisals. All State employee performance appraisals will be handled in accordance with Wyoming Personnel Rules and Regulations and tied to the Department's strategic goals as well as the respective division's strategic goals. Specifics include the following:

1. Appraisals and planning documents must be completed and forwarded to Administration by stipulated mid-term and annual appraisal dates found on the forms.
2. Copies of annual appraisals are sent to A&I for their files.

3. Supervisors must complete planning with probationary employees within the first 30 days of employment. These employees will also be appraised in their fifth month and before the end of the 11<sup>th</sup> month of their hire with the forms forwarded to Administration by those dates.
4. Copies of 5<sup>th</sup> month and 11<sup>th</sup> month probationary appraisals are sent to A&I for their files.
5. Supervisors must complete appraisals of permanent employees annually within ninety (90) days before their appraisal date with performance planning done before the due date of the appraisal. Supervisors must complete mid-term appraisals before 6 months has elapsed.
6. All final appraisals include a review of State as well as Department and division policies. Employees are also encouraged to prepare a five-year development plan for their positions, and this document should be reviewed annually. The five-year development plan includes a master list of policies for supervisors to use at each annual appraisal.
7. Employees are encouraged to self-appraise and give feedback in the process.
8. All supervisors must attend performance appraisal training and refresher training every five years.
9. State Compensation Policy requires that supervisors have all annual appraisals completed by their due date.

Section 10. Moving expenses and relocation of employees. It is the prerogative of the Director to assign or reassign the location of an employee for the mutual benefit of the State of Wyoming and the department.

1. Moving expenses for current employees: Per State of Wyoming Personnel Rules, Chapter IX, Section 7, (j):  
 "When an employee is permanently reassigned from one geographical area to another at the request of and for the benefit of the State, the employing agency shall pay the actual expenses of transporting the household goods and effects of such employees (Reference W.S. 9-3-104)."  
 Promotions, demotions, or lateral transfers, those moves are considered to be "at the request of and for the benefit of the state" and the WDA will pay the actual expenses of transporting the household goods and effects of the employee. At least three estimates will be submitted to the Director's office to be reviewed prior to the actual move.
2. Moving expenses for new hires (external candidates or current employees offered a different position through a competitive search requiring relocation) are not considered to be "at the request of and for the benefit of the state" and therefore moving expenses will not be paid.
3. Moving expenses paid directly to the employee are paid via travel voucher and must be submitted to Payroll. Moving expenses paid to a third party (i.e., moving company) are paid via WOLFS-102 or WOLFS-103 voucher and submitted to SAO. Moving expenses over \$2,500 must be approved by Purchasing and PC/SC number referenced on payment voucher. Also, WY Statute 9-3-104 specifically limits moving reimbursements to the cost of transporting household goods. We cannot give a "lump sum" for moving expenses.

Section 11. Resignation. Employees are asked to give written notice of resignation to their supervisor at least fourteen (14) days prior to the date of termination and should include the date and reason for resignation. All state property must be returned to the supervisor before the final paycheck is issued. In the case of resignation, retirement, or leave without pay, an employee must work the workday before and the workday after any holiday in order to be paid for that holiday. The departing employee will hold an exit interview and inventory check-off with the respective manager or supervisor.

Section 12. Application Process for Openings at the WDA. All openings (full-time, part-time, seasonal, etc.) will be posted on A&I's recruitment website and their on-line recruitment and application process will be followed.

Section 13. Internal candidates

1. Whenever there is a vacancy within the Department and a WDA employee applies and qualifies, that employee will be given an opportunity for an interview.
2. After the interview, it is the responsibility of the Selection Committee's manager to notify the employee personally as to whether or not that employee was selected for the position.
3. An internal candidate will be on per diem and salary and drive his or her assigned vehicle to and from the interview site. We will not reimburse for personal mileage. The interview itself and time spent on application or interview preparation is personal time or annual leave time.
4. See Section 10 for information about relocation expenses.

Section 14. Background Checks. Through the auspices of the Office of Homeland Security, the Department will conduct background checks on finalists for jobs openings in the Department.

1. Each job finalist will be asked sign a consent form, acknowledging that an investigation will be conducted into his/her work history, criminal history, and other general qualifications for the job.
2. The hiring manager will review the completed background check, in consultation with the Administrative Services Manager, and decide whether a final job offer will or will not be made to the candidate.

Section 15. Digital Media Devices.

a. For the purpose of this policy Digital Media Devices (DMD) are defined as any portable item that can be used to store and retrieve information in the form of music or video. These portable devices include but are not limited to iPods, MP3 players, Bluetooth devices, smart phones, Blackberries, etc. This policy does not affect the use of data storage devices such as State computers, CD or floppy disks, thumb drives, flash drives, external hard drives or other similar devices that are used for the primary purpose of storing and transporting information relating to the work of the Wyoming Department of Agriculture and the State of Wyoming.

b. Employees must be granted permission from their Supervisor or Division Manager to use a DMD. A DMD may only be used to listen to music; the viewing of videos using a DMD is strictly prohibited unless an employee is given manager approval. Once permission is granted the following rules apply to the use of the DMD.

1. The DMD must not be used while an employee is performing an inspection, attending a meeting or is working directly with internal or external customers.
2. The DMD may only be used at an employee's designated work area and the volume kept at a respectful limit to avoid disturbing co-workers.
3. The DMD may only be used with head phones or ear buds. DMD users must be respectful of those nearby and keep the volume low enough to not cause distraction for others. Furthermore, when approached by staff or client, the employee will remove both ear buds.
4. Employees may not use State computers or equipment to download or transmit any information to a DMD without manager approval.
5. Head phones and ear buds designed for use with a DMD shall not be used as hearing protection.
6. Improper use of a DMD may result in a temporary or permanent ban at the discretion of the employee's manager.
7. The CD drives in computers/laptops are not designed to run 8 or more hours a day without damaging the state equipment. However, if employees must use their desktop to play CDs for short periods of time, the same audio concerns arise as to safety and common courtesy towards other employees. Again, the volume needs to be limited to avoid distracting co-workers and should be turned down or the device turned off when approached by staff or client. Improper use of this form of audio entertainment may also result in a temporary or permanent ban at the discretion of the employee's manager.
8. Streaming audio on desktop is not allowed because of bandwidth considerations, except for listening to the Legislature.

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

PERSONNEL UNIFORM POLICY	MARCH 2007
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In order to coordinate uniformity of appearance in staff who assist with Department-sponsored exhibits or events and to help us establish and maintain an identity as an agency, the Department of Agriculture will provide staff with apparel bearing the WDA logo if they assist with sponsored events.

The WDA public information officer will publish events at which staff assistance is needed, and volunteers will receive suitable apparel for their efforts. Once a volunteer has received apparel, the volunteer will continue to use that same item until the public information officer determines it is in need of replacement.

All WDA staff will be offered the opportunity to purchase apparel with the WDA logo; if any of these individuals later volunteer for a Department event, they may wear their purchased apparel instead of receiving additional apparel.



WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

PERSONNEL SAFETY AND SECURITY POLICIES	May 2011
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Section 1. Each division has a safety appendix governing each particular safety concern. Please refer to your division's appropriate version for details on safety for your area.

Section 2. Work Related Accidents. If a work related accident does occur, follow these guidelines to help in filing your accident report to Workers' Safety and Compensation.

1. Contact your supervisor immediately after your work related accident with an explanation of the accident. Workers' Safety and Compensation Division requires that you report your injury to your employer within 72 hours of the accident causing your injury.
2. Next, you or your supervisor need to contact the Administrative Services manager who will send you the Wyoming Employer Report of Injury form, or you can go to this URL to find address of nearest location to secure a form: <http://wydoe.state.wy.us/doe.asp?ID=9> Please note that you have only ten (10) days to fill out the Wyoming Employer Report of Injury form with your employer's signature before it needs to be filed with the Wyoming Workers' Safety and Compensation division.
3. When the Workers' Safety and Compensation Division receives the injury report, it must be reviewed within fifteen (15) days. Even if it takes the WSCD longer to investigate your claim, you will receive (within 15 days) an Initial Review letter, which will tell you what additional information is needed and which will give you a case number. This case 9-digit case number will be the tracking code for your case.
4. After the Initial Review letter, WSCD has an additional forty-five (45) days to review the information received before issuing a Final Determination.
5. You may appeal any Final Determination if you disagree.

Section 3. Managers' and Supervisors' Responsibilities. Managers and supervisors maintain records, training, and enforce safety manuals for their divisions with regularly scheduled safety meetings and inspections or audits of workplace safety. Prompt, corrective action will be taken whenever unsafe conditions are observed and all activities will be documented. Employees must be provided with and trained on personal protective equipment (PPE) when required.

Section 4. Employees' Responsibilities. All employees must abide by safety policies and follow safe work practices. All work related accidents must be reported to their supervisor in writing and receive prompt first aid for all injuries. All employees must attend and participate in safety meetings and training sessions. Whether employees receive reimbursement for safety equipment or are assigned safety equipment to use in their duties, they are required to use that equipment whenever they are engaged in duties that require use of that specific equipment. Appropriate disciplinary action will be taken if an employee fails to follow Department safety procedures.

If the safety equipment is provided, it is considered state property and must be returned to the division or Department upon termination of employment. If employees are reimbursed for part of the cost of safety equipment, that specific equipment is considered personal property and can be retained by employees upon termination of employment.

Section 5. Safety Work Boots. If they have duties recognized through a hazard assessment that dictate the wearing of safety boots, employees can be reimbursed up to \$75.00 every 12 months for the boots. Safety boots must be marked “ANSI Z41 or ASTM F2413-05” and rated-I/75 C/75” or higher. (ANSI is American National Standards Institute and ASTM is American Society for Testing and Materials.) In order to receive reimbursement, employees will file a voucher with a copy of their receipt along with proof of the rating of the boot. Safety boots may not be charged to employees’ procurement cards. Boots for which employees are reimbursed become personal property of the employees and can be retained by employees upon termination of employment.

Section 6. Prescription Safety Glasses. If employees have duties recognized through a hazard assessment that dictate the need for prescription safety glasses or replacement lenses to update existing safety glasses, they can be reimbursed up to \$100.00 every 12 months for the glasses. Prescription safety glasses/lenses must be ANSI Z87.1-1989 compliant, including but not limited to the following specifications:

- Polycarbonate lenses

- ANSI Frames

- Side shields (detachable or permanent, employee’s choice)

In order to receive reimbursement, employees will file a signed voucher with a copy of their receipt along with proof that the glasses comply with the above safety standard. The voucher needs to include a copy of vision insurance reimbursement on the safety frames, lenses and side shields; if the employee does not have vision insurance, the signed voucher will include a statement to that effect written by the employee.

Safety glasses/lenses may not be charged to employees’ procurement cards.

No employee will be reimbursed for examination costs associated with the prescription safety glasses.

Division managers may authorize additional replacement prescription safety glasses/lenses for their staff if needed more than once every 12 months.

Prescription safety glasses for which employees are reimbursed become personal property of the employees and can be retained by employees upon termination of employment.

Section 7. Respirator Policy. If a hazard assessment determines that duties require the use of a half or full face filtration respirator, the employee completes the Department’s “respirator physical questionnaire” and receives a signature and approval from a licensed physician or any other licensed health care provider as to the employee’s ability to use a respirator while working.

Upon receipt of this written approval for respirator use, the employee shall be fitted for a respirator by an authorized company. Employees can check with Department safety coordinator for suggested vendors.

Copies of the respirator fit test and the physician’s approval and signature shall be sent to the employee’s division manager, the department safety officer and the Administration division manager.

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Medical and fit test costs associated with these required tests shall be paid by the employee and 100% reimbursed by the Department as directed by OSHA safety standards. The respirator itself may be charged to employee's p-card.

This policy does not affect the use of disposable "dust mask" type respirators which may be used by employees to mitigate nuisance dust and debris.

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WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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PERSONNEL TRAINING AND DEVELOPMENT	February 2010
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Section 1. Training and development at the request of the Department.

1. Employees may list their training needs on their five-year development plans. However, employees must seek prior approval from the respective manager for each training request: approval may be contingent on the potential value of the training to the Department, the individual policies of the division, and funding available at the time of the request.
2. Training requested by the Department or the division will be reimbursed at 100% with appropriate per diem awarded.

Section 2. Training and development at the request of an employee.

1. Following the same procedure in #1 above, with approval from respective manager, the Department of Agriculture may pay for, or if applicable, reimburse the employee for up to seventy-five percent (75%) of the costs directly related to employee-requested training. Costs included in this consideration are regular tuition and standard student fees assessed students. Textbooks and added on-line expenses or other materials will not be reimbursed. Payment will be made upon evidence of satisfactory completion of training or with a grade of "C" or better, providing the employee has not separated from state service.
2. The amount reimbursed by the state is to be repaid by the employee if he or she leaves State service within two (2) years after completion of the course.
3. Employees may be allowed to take up to six hours of college credit (employee requested) each semester during normal working hours but will be required to work the minimum 40 hours per week while taking courses. Flextime may be allowed to adjust schedules.

Section 3. Wyoming Agriculture Leadership and Development Program (WY LEAD) will be reimbursed at up to the 75% rate listed above, following the procedure listed in Section 2, Number 1.

1. At the discretion of the division manager, a WDA employee chosen to participate in LEAD will be paid to attend sessions during regular working hours. However, a nonexempt employee will not receive overtime compensation for any time accrued over 40 hours in the standard workweek.
2. As with other training classes, a state vehicle may be checked out with manager approval.
3. Any expenses outside of those expenses paid by the leadership program, including per diem, will be borne by the employee.

Section 4. Certified Public Manager Program (CPM)

1. Certified Public Manager Program (CPM) is currently offered through LCCC and the WDA will pay for tuition (currently \$3200) from the Administration budget for one candidate to attend each year from the Department to be selected by the Director.
  2. The Department will have an application deadline each spring for the upcoming fall CPM program.
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3. Criteria for selection of each year's candidate will include but not be limited to the following:
  - a. The candidate displays a proven track record of desiring to grow into supervision and management.
  - b. The candidate has set challenging performance goals for himself/herself and met those goals.
  - c. The candidate's work performance indicates that he/she will add expertise and skill to the management of his/her division through the completion of this course.
  - d. However, the candidate also exhibits the ability and skills to serve the state and the Department of Agriculture, reaching beyond his/her division.

Section 5. With a manager's and the Director's approval, one-time expenses above and beyond a division's policy or this policy may be awarded to an employee for a specific plan of study or educational need.

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WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

PERSONNEL WORK HOURS/OVERTIME/LEAVE	February, 2012
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Section 1. Work Hours

Regular business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

1. The Department must be open from 8:00 a.m. through 5:00 p.m. and be staffed appropriately to ensure service to the public and other agencies at all times. Every effort will be made by division managers to ensure coverage between 8:00 a.m. and 5:00 p.m. Managers should notify Administration in advance if this coverage will not be possible for their division. In Cheyenne, the Department receptionist should be informed of employees' schedules in order to efficiently direct calls.
2. Each employee is allowed two fifteen-minute work breaks (one in the morning and one in the afternoon); with supervisor's permission, these two breaks can be combined between 9 a.m. and 4 p.m. for one thirty-minute break or combined with a lunch period for the Wellness Initiative. No additional time will be granted for other breaks.
3. The workweek begins at 12:01 a.m. Saturday and ends Friday at midnight.

Section 2. Overtime / Compensatory Time for Non-Exempt Employees. The department allows either payment for overtime or compensatory time off for overtime hours worked by non-exempt employees.

1. All overtime and compensatory time must be approved by the manager/supervisor **BEFORE** the employee actually performs the work. If the employee works overtime without prior approval, the overtime will be paid but disciplinary steps may be taken. If there is an emergency or justifiable reason, overtime may be worked without prior approval, although the manager must be notified as soon as possible.
2. Compensatory time shall be used within three months of its being earned in order to provide less disruption to the operation of the division and the Department. If the comp time cannot be used within that three months' period, the manager may allow an employee to use compensatory time beyond three months with justification from the employee or because of extenuating circumstances.
3. Once approved, according to the State Compensation Policy, managers will honor an employee's request for either pay or comp time except where a division's budgetary or staffing limitations preclude the employee's request. Managers will monitor employees' accrual of comp time and discourage accrual of comp time above a maximum of 40 hours for any single employee.
4. Compensatory time shall be used before taking any vacation leave.
5. The State of Wyoming Personnel Rules and the Compensation Policy both apply to overtime and compensatory time.

6. Overtime or compensatory time request forms must be filled out in duplicate, approved by the supervisor, and submitted to the Administration section.
7. All overtime requests shall be completed for the entire work week, Saturday through Friday, regardless of pay period. These slips may be turned in on a weekly basis, but actual payment date will vary by payroll cut-off dates.

Section 3. Flextime (Chapter 18 Personnel Rules) is at the discretion of each division manager and the Director and by written request (Appendix B).

1. The department's flex band is 6:30 a.m. through 6:30 p.m. with 3:30 p.m. being the earliest departure time; the flex workweek begins at 12:01 p.m. Friday and ends at 12:00 p.m. the following Friday.
2. Lunch period will be ½ to 2 hours (½ hour minimum). This alternative work schedule depends on the mutual agreement of employee, division manager, and director. This schedule can be terminated by the manager or director at any time. This schedule cannot result in any additional overtime or compensatory time.
3. The Department has adopted the State of Wyoming Flex Program Guidelines (Chapter 18 Personnel Rules) with the following changes:

Week 1 - Monday through Friday: 7:00 a.m. to 5:00 p.m. (1 hour lunch) for 45 hours

Week 2 - Monday through Wednesday: 7:00 a.m. to 5:00 p.m. (1 hour lunch) for 27 hours with Thursday 7:00 p.m. to 4:00 p.m. (1 hour lunch) for 8 hours and Friday off for a total of 80 hours.

Employees on maxi flex time will need to take 9 hours of annual or sick leave on 9 hour work days, or work 9 hours on the Thursday before the flex day in order to take 8 hours of annual or sick leave.

Section 4. Other flex arrangements may include employees needing to adjust their schedules for classes or training and in cases where a workday longer than eight hours is the most expedient and cost effective. Again, the employee will seek the division manager's and director's approval in prior to beginning for a schedule.

Section 5. Leave request forms are required on all leave including, annual, sick, compensatory, military, administrative, bereavement, court or other. Leave request forms must be submitted to the supervisor in duplicate; requests for leave of 6 or more working days, leave slips must be submitted a minimum of 2 weeks in advance. After approving and signing the duplicate form, the supervisor returns the copy to the employee and routes the original to the personnel contact.

1. Court Leave.
  - A. An employee required to serve as a member of a jury panel or as a court witness shall be granted leave with pay while serving. A leave request form must be submitted to the supervisor prior to the leave.
  - B. Copies of Jury Summons shall be submitted with the leave request form.
  - C. The employee completing jury duty can retain any compensation received from the court.
2. Family Medical Leave Act.
  - A. The Department follows the State Personnel Rules' criteria for FMLA found in Chapter 10, Section 15.



- B. FMLA provides for leaves of absence to employees if they have worked both 12 months and 1250 hours prior to the use of FMLA. A maximum of 12 weeks of paid and/or unpaid leave is allowed within a 12-month period. The State Personnel Rules stipulate that the leave include sick leave, vacation leave, any other available leave, and donated sick leave with 30 days' prior notice if possible. A certification form is available from the Administrative Manager.
- C. During any FMLA leave the Department shall maintain the employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. If family member coverage is provided to an employee, family member coverage shall be maintained during the FMLA leave.
3. Military Leave. Employees who are members of the military will be granted up to 15 working days in any calendar year to attend authorized training programs. A leave request form must be submitted to the supervisor along with written orders prior to the leave.
4. Administrative Leave. The WDA is awarded two days (16 hours) of administrative leave per employee per year. If pre-approved by the Director, these leave hours may be awarded for the following types of programs:
- Employee recognition programs
  - Employee of the Month: 8 hours of leave (or prorated if part-time)
  - Department wellness initiatives
    - (1) Blood draws
    - (2) Wellness Initiative award recognizes completing 3 hours/week or 13 hours/month of physical exercise over 6 months with one day of administrative leave.
  - Merit incentive programs at a manager's discretion which has prior approval from the Director
  - Team based recognition – project completion
  - Pre-approved, non-profit community service
  - Family departing or returning from active duty military service (domestic or abroad)
  - To attend military funerals
1. Requests for all administrative leave will be initiated by division manager and forwarded to the Director for approval or disapproval. These requests will contain specific information about the individual employee's contribution to the Department which is to be rewarded and the number of hours to be granted and when.
  2. Individual employees may receive no more than two days per year.
  3. Administrative leave requests must be approved by individual manager and used within the calendar year. Extensions should be approved by manager. These administrative leave hours must also be used before comp time or annual leave.
  4. Administrative Services will track the usage of the hours.
- Section 6. Time sheets /Activity Sheets for Non-Exempt Employees including seasonal and AVEC employees. All non-exempt employees are required to submit Time Sheets /Activity Sheets on a weekly or monthly basis.

1. Documentation must include actual hours worked and leave time taken. Managers of each section may require additional information.
2. The employee and the supervisors' signature are required as verification to the accuracy of the hours submitted.

Section 7. Call-back and on-call procedures for non-exempt employees.

1. Call-back: If the supervisor calls a non-exempt employee back to work during other than normally scheduled hours, that employee shall be paid for a minimum of two hours worked. Only the actual hours worked shall be used to determine total workweek hours.
2. On-call: If the supervisor schedules an employee to be subject to call, that employee shall be paid \$1 per hour for the time period the employee is scheduled to be "on-call" to return to work. If the employee is called back to work, then the call-back policy applies: a minimum of two hours' pay but only the actual hours worked shall be used to determine total workweek hours.
3. Either "call-back" or "on-call" shall be clearly delineated on the employee's time schedule in order to be properly compensated.

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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ADMINISTRATIVE PROCEDURES BUDGET/FISCAL	APRIL 2007
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Section 1. Requisitions. A requisition (RXQ) is a written request to A&I Purchasing for authorization to make a purchase. Phone bids, written bids or an RFP must be solicited for costs before a requisition can be entered into the system. The requisition must be approved prior to making the purchase.

A requisition is required for printing, moving, and 900 series expenditures if the total cost is \$1,500 or more. Any other type of expenditure must be bid if the total cost is \$2,500 or more. Any purchase \$7,500 or more must have approval of the Director and the Governor. Requisitions are required on the following prior to purchase:

- Materials and supplies more than \$2,500.
- Any equipment to be inventoried.
- Rental of buildings, equipment, or materials.
- Contracts (900 Series).
- Moving expenses.
- Data Processing (hardware, software, consultant).

This list is not all-inclusive. See the Procurement Section Purchasing Procedures Manual for a complete list. This manual contains all information regarding purchasing, bidding, vendors, etc.

1. Procedures for phone or written bids. This process is mostly used for printing and copying over \$1,500, but can also be used for smaller bids usually under \$5,000.

- a. Create a list of specifications for your item(s) and for each bid, record the name, address, phone number, and bid amount. Get at least three (3) bids.
- b. Give this information to fiscal. This information will be attached to the RXQ.

2. Procedures for Bid/RFP requests.

- a. A division prepares the bid specifications and submits them to fiscal or directly to A&I Procurement. If the division chooses to work directly with Purchasing, fiscal must be made aware of the bid in process. Consultant services or services requiring specific experience require a "Request for Proposal (RFP)." This RFP is developed by Procurement based on the specifications submitted by the division. The division will approve the final RFP prior to release.
  - b. Procurement will solicit bids. When the bid has closed, A&I Procurement will forward all bids received to the submitting division.
  - c. A point system (developed by the division and included in the RFP) must be used in the bid selection.
  - d. The division chooses the successful bidder and notifies A&I Procurement and fiscal. The division may also contact the bidder. If the bid is not awarded to the lowest bidder, justification is required.
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- e. A summary of the final points awarded to each bidder must be submitted to Procurement with a copy to fiscal. Fiscal will complete a requisition (RXQ) for A&I Procurement. The RXQ encumbers the necessary funds. Procurement issues a Purchase Order (PO) and sends it to the successful bidder which serves as official notification to the successful bidder.

Section 2. Vouchers. A payment voucher (P1F) is the means for recording and submitting for payment any obligation incurred by the Department. Coding and approval of vouchers are the responsibility of each division. Fiscal is responsible for input of documents.

Section 3. Accounts Receivables. All invoices sent from WDA will be consecutively numbered, preprinted, hand-stamped, or hand numbered. Submit copies of all invoices to fiscal.

Procedures for Collection:

- a. All invoices, which include the statement fees are “due immediately,” serve as the first invoice of an amount owed. Prepayments on laboratory accounts receive a 10% discount.
- b. After 30 days, a second statement is sent out.
- c. After 60 days, a letter from the Principal Accountant is sent. This letter serves as the 3rd notice; further services will be denied. The letter notifies them a collection agency will be solicited to collect this debt if not paid within 30 days.
- d. After 90 days, a collection agency will be solicited by WDA fiscal to collect the amount owed. The applicable division will be contacted before any action with a collection agency to see if there are any extenuating circumstances. The collection agency will send two written demands over a 28-day period requesting payment in full or call fiscal and make arrangements for prompt payment. WDA fiscal will notify the collection agency and the applicable division if arrangements have been made.
- e. After 133 days, the collection agency will pursue all amounts of \$15 and over (all inclusive) through litigation. Upon collection, services are reinstated on a "cash in advance only" basis.
- f. Accounts sent to collection will remain on QuickBooks for a period of 12 months. After this time period, they will be put into a “writing off” file and removed from QuickBooks.

Section 4. Refunds on Licenses Fees. Refunds will NOT be issued for individuals/ establishments if the business has been closed or discontinued after payment has been made.

Section 5. Travel Rules and Regulations. **All travel rules and regulation matters will be handled in accordance with Wyoming Executive Branch Fiscal Rules.** All employees are entitled to travel reimbursement in accordance with the State of Wyoming Travel Rules for any travel in relation to their duties for the Department. The travel

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expenses are reimbursed based on the federal lodging and meal & incidental expense (M&IE) rates.

1. One Day Meal Expenses: Receipts are not required unless the cost of the meal is \$15.00 or more, inclusive of tax and tip per W.S. 9-3-102(d)(ii). A credit card receipt can be used if the receipt details the vendor's name and address, recipient of goods/services and the date. If alcohol was purchased, remove the amount of the item and the associated tax and tip. A one-day meal cannot exceed 75% of the location's MI&E rate. The Director/Designee must approve meals over:
    - i. Breakfast - \$15.00 and over, inclusive of tax and tip;
    - ii. Lunch - \$15.00 and over, inclusive of tax and tip;
    - iii. Dinner - \$30.00 and over, inclusive of tax and tip.All one-day meal expenses are submitted on a one-day meal voucher and are processed monthly on the State Auditor's payroll system.
  2. Lodging: Lodging expenses are reimbursed based on the federal lodging rates in place at the time of travel. Employees will receive reimbursement up to the federal lodging rate for each night of lodging plus applicable taxes. In order to receive reimbursement, the original lodging receipt must be submitted with the travel voucher. The current rates can be found at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC). The traveler may also contact the fiscal staff for this information. In order for the traveler to receive lodging reimbursement above the published rate, the employee must request approval prior to the trip using a travel request form. The Director/Designee must approve the form.
  3. Meals and Incidental Expenses (MI&E): Travel expenses are reimbursed based on the federal meal & incidental expense (M&IE) rates in place at the time of travel. The current rates can be found at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC). The traveler may also contact the fiscal staff for this information. The traveler will receive 75% of the M&IE rate on the travel days and 100% of the M&IE rate for each day between the travel days. Any meals provided during a conference or meeting must be deducted from the M&IE rate as outlined in section 60.04 of the State Auditor's Office Accounting Policies and Procedures. If the M&IE rate will not cover the expenses, the employee must request approval for actual expenses prior to the trip using a travel request form. The Director/Designee must approve the form.
  4. Air Travel: Air travel may be paid with the Department's Visa Travel Card or by the traveler personally. If the traveler purchases the airline tickets, he/she can request reimbursement after forty-five (45) days or when the travel is complete, whichever is earlier. If the traveler uses the Department's travel card a travel card purchase log must be completed and forwarded to fiscal. The Director/Designee must approve the travel request before airline tickets are purchased. If an employee purchases tickets before travel is approved, he/she may be liable for the cost of the tickets.
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5. Transportation: See separate Vehicle policy for reimbursement on mileage. If the traveler is using ground transportation (i.e. taxi, shuttle etc) a receipt must be attached to the travel voucher if the amount is \$15 or more.
6. Vehicle Late Fees: Twenty-four (24) hours advance notice must be given to Motor Pool when a vehicle is going to be returned late or a fine of \$50.00 per day will be charged to the Department. The Department may require reimbursement of the fine from the driver.
7. Other Related Travel Expenses: The traveler is allowed to make a “morale call” to immediate family while traveling for the Department. The traveler is limited to one call daily. This call can be no longer than five (5) minutes. If the traveler has a Department calling card that card should be used to make the call. If the traveler does not have a Department calling card, reimbursement up to \$2.50 may be requested on the travel voucher. Any other travel related expenses must have a receipt attached to the travel voucher if the amount is \$15 or over in order to be reimbursed.
8. Out-of-State Travel: A travel request must be submitted for all out of state travel. The supervisor and the Director/Designee must approve the out-of-state travel prior to traveling. The Director and the Governor must approve all international travel prior to traveling. The request should contain the following information:
  - i. Explanation of the trip.
  - ii. Consequences if the trip is not approved.
  - iii. Possibilities of funding from other sources (i.e., if the traveler is speaking at a function, was the organization asked to pay for expenses?).
  - iv. Benefit to WDA and State of Wyoming.

Section 6. Use of Department Procurement Card. The cardholder of a department procurement card (Visa) **must** comply with all terms and conditions outlined in the State of Wyoming Purchasing Cardholder Agreement signed during the training session. All purchases made on this card are to be for business purposes only. No personal purchases can be made with this card. No travel costs are to be charged to this account.

Section 7. Cellular Phone Policy. At the discretion of the manager, field staff and staff who travel frequently can be reimbursed the basic monthly service charge up to \$35.00 per month. In order to receive reimbursement, a voucher with a copy of your monthly cell phone bill must be submitted. The page of the cell phone bill showing the basic monthly service charge for your phone is required. The employee will not be reimbursed for other cell phone charges associated with the use of the phone (i.e., time charges, roaming charges, purchase, taxes, etc.).

Cell phones may never be used while operating a vehicle. You must pull off to the side of the road and stop completely while dialing or talking on your cellular phone.

Employees who receive reimbursement should have their cell phones on during working hours except to avoid hazards while at gas stations or to avoid roaming charges or to

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avoid disruptions during meetings. Those instances aside, employees should check their cell phones every two hours.

Per managers' discretion, WDA will also pay charges for those employees who use their cell phone occasionally but are not reimbursed the monthly service charge by the Department. The phone number called must be identified as a business call (i.e., calls to WDA).

Section 8. Internet Policy. Field staff can be reimbursed for basic Internet service, up to a maximum of \$20.00 per month. In order to receive reimbursement, a voucher with a copy of the monthly Internet bill must be submitted.

Section 9. Passport Policy. If an employee is required by management to travel to another country, the Department will cover the cost of the passport. If an employee elects to attend a conference or seminar in another country, that cost will be covered by the employee.

Section 10. Grant Program Policy. The Wyoming Department of Agriculture feels there is a need for additional avenues of funding for various projects and programs.

The Grant Writer's Responsibility:

1. Budget work for grant
2. Completing grant forms
3. Determining matching funds

General Policy:

1. Before the grant writer begins working on a new application, the Financial Manager must be briefed on the specifics of the grant such as deadlines, match required, reports required, and what the grant will be used for. If there are any problems with proceeding with the grant at this time, the manager involved will be notified by the grant writer and Financial Manager.
  2. The grant writer will complete all grant applications and narrative forms with needed signatures. This includes all match information. The Financial Manager can assist if needed.
  3. Two copies of all grant application forms and one copy of the grant request for proposal must be given to the Financial Manager at least four (4) weeks prior to the grant submission date.
  4. The Financial Manager will complete the state required NAFR process. This process currently takes two (2) to four (4) weeks. Once the Governor's approval is received, the Financial Manager will give all needed information to the grant writer who will mail the grant application.
  5. If a grant is awarded to WDA, the grant award letter and contract/MOU should be reviewed by the Contract Coordinator and the grant writer to ensure the contract/MOU is correct. The grant package should then be given to the Financial Manager to review. Once the review is completed, the grant package will be
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- forwarded to the Director to sign. A copy of the signed contract/MOU should be given to the Financial Manager to begin a file.
6. The Financial Manager will begin the B-11 process. This process takes two (2) to four (4) weeks to complete. Once signed by the Governor, a budget will be set up and the work on the grant can begin.
  7. The Division Manager is responsible for administering the grant with the assistance of the Financial Manager.
  8. Accountability for the grant is the Manager's responsibility. This includes any reviews of sub-recipient, if applicable. Copies of all reports should be given to the Financial Manager to file with the grant.
  9. The Financial Manager will assist the Manager with the fiscal records and reports.
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## **WYOMING DEPARTMENT OF AGRICULTURE PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI-DSS) POLICY**

Effective Date: June 29, 2011

### **Policy Statement**

(12.1.1) Payment card processing activities and related technologies must comply with the PCI-DSS in its entirety. All card processing activities must be conducted according to these requirements, no activity may be conducted nor technology employed that might obstruct compliance with any portion of the PCI-DSS. The standards and procedures are listed in the Related Documents portion of this Policy.

(12.1.3) This policy shall be reviewed annually by the Agency and State supporting agencies with the A&I division and updated as needed to reflect changes to business objectives or the risk environment.

### **Applicability and Availability**

This policy applies to all employees. (12.1) Relevant sections of this policy apply to vendors, contractors, and business partners. The most current version of this policy is available at the Wyoming Department of Agriculture.

For programming not supported by the State of Wyoming A&I – ITD division the Agency will work with ITD and the Office of the Chief Information Officer (OCIO) to ensure proper wording is included in any vendor contracts for software purchase, installation or maintenance is in place to ensure compliance with PCI-DSS requirements and Agency Policies.

### **Related Documents**

*Payment Card Industry (PCI) Data Security Standard – Navigating PCI DSS* version 1.2 dated October 2008 by the PCI Security Standards Council™ attached to this policy.

[PCI DSS\pci\\_dss.pdf](#)

*Job Required Cardholder Access Authorization Form* attached to this policy.

*Brand Recording Credit Card Security Policy* attached to this policy.

### **PCI-DSS Requirement 1 & 2: Network Security**

#### **Install and maintain a firewall configuration to protect cardholder data**

Firewall and router configuration standards (1.1) will be handled with Agency and A&I ITD support staff to ensure protection of card holder data. A current network diagram (1.1.2) will be maintained with this policy and updated with any changes in connections to cardholder data if data is ever entered into a computer (which is not occurring at this time). Testing of the external network connections and any changes to the firewall or router configurations (1.1.1) will be accomplished with recommendations from Agency IT staff and/or A&I – ITD in maintain PCI-

DSS compliance and done at least every six (6) months (1.1.6) if a computer is used for this purpose in the future.

A firewall will be established on every network connection in association with card processing activities (1.1.3), both between internal and external networks (1.2). Direct public access between the Internet and the system component in the cardholder data environment will be prohibited (1.3).

No wireless or mobile technology will be employed with cardholder processing without first ensuring that the firewall software and router configuration standards are met for PCI-DSS compliance. NO personal technology will be allowed with direct connectivity to the Internet or the agency's network.

#### **Vendor-supplied defaults for system passwords and other security parameters**

The agency will work with Agency ITD staff to ensure vendor-supplied defaults are changed prior to installing a system on the network; including but not limited to encryption keys, passwords and simple network management protocol (SNMP) community strings if a computer is used for this purpose in the future. Configuration standards for all system components will address all known security vulnerabilities and will be consistent with industry-accepted system hardening standards.

There will be one primary function per server. Unnecessary and insecure services and protocols will be disabled and unnecessary functionality removed such as scripts, drivers, subsystems, etc.

The State VPN system will be utilized for any web-based management and non-console administrative access if a computer is used for this purpose in the future.

#### **PCI-DSS Requirement 3: Protect Cardholder Data**

##### **Protect stored cardholder data**

Cardholder data will be shredded once the transaction has been completed via the secure phone line. Any transactions not process during a business day will be locked in a file cabinet and will be processed within 24 hours of receipt of such information, after which, the cardholder information will be shredded. At no time will records of card validation or value code and PIN data be stored after authorization.

#### **PCI-DSS Requirement 4: Encrypt Transmission of Cardholder Data Across Open, Public Networks**

The Agency will not transmit cardholder data through any computer or via any wireless networks.

#### **PCI-DSS Requirement 5: Maintain a Vulnerability Management Program**

##### **Use and regularly update anti-virus software or programs**

The Agency will use only anti-virus software suggested and employed by the State of Wyoming A&I – ITD division on all systems. All users with computers not directly tied to the State network will make sure they follow ITD recommendations in ensuring their anti-virus

mechanisms are current and actively running. Any updates or changes to software suggestions will be implemented at the direction of A&I – ITD.

### **Develop and maintain secure systems and applications**

Working with Agency IT staff and A&I – ITD the Agency will keep system components and software updated with the latest vendor-supplied security patches. Configuration standards will be updated as required by PCI-DSS Requirement 2.2. Any software development will be in accordance with PCI-DSS and based on industry best practices and incorporate information security throughout the software development life cycle. This will include:

- Testing of all security patches, and system and software configuration changes before deployment.
  - Validation of all input.
  - Validation of proper error handling.
  - Validation of secure cryptographic storage.
  - Validation of secure communications.
  - Validation of proper role-based access control (RBAC)
- Separate development/test and production environments.
- Separation of duties between development/test and production environments.
- Production data (live PANs) are not used for testing or development.
- Removal of test data and accounts before production system becomes active.
- Removal of custom application accounts, user Ids, and passwords before applications become active.
- Review of custom code prior to release to production in order to identify any potential coding vulnerability.

Change control procedures for all changes to system components will include documentation of impact, management sign-off by appropriate parties, testing of operational functionality and back-out procedures.

All web applications will be developed based on secure coding guidelines such as the *Open Web Application Security Project Guide* (OWASP). And will cover prevention of common coding vulnerabilities in software development with the current OWASP guide. Public-facing web applications will ensure protection against known attacks by review via manual or automated application vulnerability security assessment tools or methods at least annually or after any changes; or by installing a web-application firewall in front of public-facing web applications.

### **PCI-DSS Requirement 7, 8, and 9: Implement Strong Access Control Measures**

#### **Restrict access to cardholder data by business need to know**

Access to system components and cardholder data will be limited to only those individuals whose job requires such access. Employees will have the least privileges necessary to perform their job responsibilities based on their classification and function.

Management and Agency head or designee, will sign an authorization form that specifies required privileges for all office personnel that will handle any credit card information. At this time access to charge cards is limited to the State Fair office staff and Fiscal section staff for entry of data and charging of cards.

The Agency will maintain copies of the signed authorization form. For systems not supported by the State of Wyoming A&I – ITD the form showing proper authorization will also be available when requesting vendors set up access to their programs for users that may contain cardholder data.

**Assign a unique ID to each person with computer access**

For every program that contains cardholder data information, whether maintained by the State or an outside vendor, a unique user ID and password will be required before accessing the level that contains card holder data. For remote access a VPN with individual certificates will also be required.

All passwords will be rendered unreadable during transmission and storage on all system components. Passwords will not show on user screens. Passwords will have to be changed at least every 90 days and will be at least 7 characters in length using both numeric and alphabetic characters. Users will not be able to submit a password that is the same as any of the last four passwords used. The system will lock the user out after not more than six attempts until an administrator enables the user ID. If a session is idle for more than 15 minutes it will require the user to re-enter the password to re-activate the terminal.

User access will be revoked immediately upon any termination of user needs and if the user account is not active for at least 90 days.

**Restrict physical access to cardholder data**

Appropriate facility entry controls will be used to limit and monitor physical access to systems in the cardholder data environment.

All unprocessed Credit Card Authorization forms containing PANs will be kept in a locked file cabinet. The portion of the form containing cardholder information will be shredded as soon as the information is successfully transmitted via the secure phone line.

**PCI-DSS Requirement 10 & 11: Regularly Monitor and Test Networks**

**Track and monitor all access to network resources and cardholder data**

The agency will work with Agency IT staff and A&I – ITD, or the OCIO for contract wording, to ensure a process for linking all access to system components to each individual user and have automated audit trails for individual accesses to cardholder data, actions taken by individuals with administrative rights, access to all audit trails, invalid logical access attempts, use of identification and authentication mechanisms, initialization of audit logs, and the creation and deletion of system-level objects. A record will be kept of at least the following audit trail entries for all system components: user identification, type of event, date and time, success or failure indication, origination of event, and the identity of name of the affected data, system component, or resource. Audit trails will be secure so they cannot be altered and retained for at least one (1) year, with a minimum of at least three (3) months immediately available for analysis.

Synchronization of all critical system clocks and times will be maintained. The Agency will work with Agency ITD staff and A&I – ITD to adhere to their recommendations in a process that will allow logs for all system components to be reviewed daily.

#### **Regularly test security systems and processes**

If the Agency move to computer of credit card information, with assistance from A&I – ITD the Agency will assist in access to any wireless access points for at least quarterly testing, and to an Approved Scanning Vendor qualified by PCI Security Standards Council for quarterly external vulnerability scans. Quarterly internal vulnerability scans will be coordinated with A&I – ITD as well as scans conducted after network changes.

The Agency will work with A&I – ITD on the performance of external and internal penetration testing at least once a year and after any significant infrastructure or application upgrade or modification. These penetration tests will include network-layer penetration test and application-layer penetration tests.

The Agency will work with A&I – ITD to ensure the use of intrusion detection system and/or intrusion prevention systems to monitor all traffic in the cardholder data environments and alert personnel of suspected compromises. All detection and prevention engines will be kept up-to-date.

With A&I – ITD the Agency will deploy file-integrity monitoring software to alert personnel to unauthorized modification of critical system files, configuration files, or content files, and configure the software to perform critical file comparisons at least weekly.

#### **PCI-DSS Requirement 12: Maintain an Information Security Policy**

##### **Maintain a policy that addresses information security for employees and contractors**

The Agency is establishing this policy to publish, maintain and disseminate a security policy that addresses all PCI-DSS requirements and will be reviewed at least once a year and when updates in the environment change.

Each unit that accesses cardholder data on any point will develop operational security procedures that are consistent with requirements in this specification. Each unit will maintain an accurate inventory with proper device labeling that allows for quick identification of non-approved installations. Labeling will include device user, contact information and purpose.

Acceptable uses of technologies and network locations for technologies will be established with A&I – ITD along with a list of State-approved products.

Remote-access technologies will be set to automatically disconnect sessions after a specific period of inactivity.

## JOB REQUIRED CARDHOLDER ACCESS AUTHORIZATION FORM

I, \_\_\_\_\_, as the Supervisor of \_\_\_\_\_, in the  
(Print Supervisor Name) (Print Employee Name)

position of \_\_\_\_\_ do authorize the following access to credit card cardholder  
(Print Job Title)

data and system access based on the required duties of their job classification and function. This employee will receive annual training on credit card security and PCI-DSS requirements.

(Check all that apply)

- \_\_\_\_\_ May receive cardholder data in person, via mail or over the phone, including but not limited to Primary Account Numbers, Cardholder Names, Billing Addresses, Expiration Dates, and Service Codes.
- \_\_\_\_\_ May enter cardholder data for charges to receive an authorization number for payment.
- \_\_\_\_\_ May enter cardholder data for charges to be reversed and an account to be credited.
- \_\_\_\_\_ May have administration rights to settle daily deposits of charges & generate reports of charges and to access history of card activity.

I, Julie Cook, as the Director/Designee of the Wyoming Department of Agriculture, authorize the above access to cardholder data and system access based on the required duties of their job classification and function.

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Director/Designee)

\_\_\_\_\_  
(Date)

# **Wyoming Department of Agriculture**

**HEALTH AND SAFETY**

**PROGRAM**

**Reviewed: February, 2011**  
**Updated: February, 2011**



The Wyoming Department of Agriculture is committed to providing a safe, accident-free, and healthy work environment for everyone. However, safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all Department policies by everyone.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Management and supervisors at all levels must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety standards for their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves, co-workers and the public at large.

Our safety policies are based on past experience and current standards, and are also an integral part of the Department's internal policies and the State's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and health are a top priority in this organization and is every bit as important as productivity and quality. In fact, they go hand in hand. Of course, the best reason for you to observe these policies is because it's in your own self-interest. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

Jason Fearneyhough  
Director  
Wyoming Department of Agriculture

## **OCCUPATIONAL HEALTH AND SAFETY ACT**

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

A. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.

B. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.

C. Comply with, and require all employees to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.

D. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

## **SAFETY PLAN OBJECTIVES**

This safety plan is designed to protect the health and safety of each and every employee. To create and maintain a safe working environment, every employee must take part and safety must be everyone's priority. All employees must take safety seriously and strive for a work environment that is free from all avoidable hazards.

The Wyoming Department of Agriculture (WDA) recognizes the importance of safety in the workplace and is committed to making the workplace as safe as possible. This will be accomplished by utilizing a proactive approach to recognize existing and potential hazards. The following are the objectives that we have set:

A. Protect the safety and health of all employees at the WDA.

B. Require employees to make the safety of themselves, co-workers and the public a priority.

C. Require employees to perform their job in a manner consistent with the safety objectives and policies established by the WDA.

D. Provide safeguards to the maximum extent possible.

E. Conduct safety inspections to identify and eliminate unsafe working conditions to the maximum extent possible.

F. Conduct required training for employees so that they fully understand the information necessary to perform their jobs safely.

G. When safeguarding is not possible the WDA, when required, will provide the necessary personal protective equipment (PPE) and instruct its employees in its proper use and care.

H. Investigate all accidents to determine the cause and use the information to correct any hazardous conditions and to prevent similar future accidents.

## **HEALTH AND SAFETY RESPONSIBILITIES**

### **DIVISION MANAGERS**

A. Ensure that all necessary policies, programs and training are developed implemented and followed.

B. Provide for all necessary resources and time to allow for the development and promotion of a safe working environment.

C. Ensure that proper disciplinary action is taken when required for safety violations and that performance appraisals accurately reflect employees' regard or disregard for safety practices.

D. Maintain open lines of communication with all employees in identifying and assessing hazards and for the prevention of accidents.

E. Shall be responsible for naming a representative from the division to serve as the Division's Safety Officer and on the Department Safety Committee.

### **DIVISION SAFETY OFFICERS**

A. Represent their division on the Department Safety Committee; attend Safety Committee meetings as required by the Department Safety Officer.

B. Conduct division wide safety training when appropriate or necessary and documents all training to employee personel files.

- C. Perform accident investigations as required.
- D. Perform health and safety inspections of division work areas as needed or required.
- E. Work with supervisors to determine proper PPE for division employees.
- F. Maintains a current file of all MSDS's as needed by their division and ensures that updates are sent to the Department Safety Officer for changes to the WDA master MSDS file.
- G. Recommend budget items and policy changes relating to safety to their respective manager.

## **SUPERVISORS**

- A. Regularly examine and inspect the work of subordinates to ensure that all work is being performed in a safe manner.
- B. Take immediate action to correct unsafe conditions or work practices and implements changes as needed.
- C. Inform Division Manager, Division Safety Officer and Department Safety Officer of new hazards due to equipment or workplace changes and make recommendations on how to protect employees from the hazard.
- D. Inform Division Manager, Division Safety Officer and Department Safety Officer of the need for additional or new training and/or personal protective equipment (PPE).
- E. Recommend disciplinary action to Division Manager.
- F. Report subordinate injuries as required according to the accident reporting procedures described in this plan.
- G. Assist with all accident investigations as required.
- H. Lead by example by conducting all work in a safe manner.
- I. Conduct training for subordinates when appropriate or necessary.

## **DEPARTMENT SAFETY OFFICER**

A. Reviews all safety training and safety plans to ensure compliance and frequency of training. Revises Department safety plan as needed to reflect current hazards and standards.

B. Assists management and supervisors in the health and safety training of employees.

C. Conducts hazard assessment inspections to identify unhealthy or unsafe conditions or work practices. Discusses options and offers solutions to abating any recognized hazards.

D. Recommends programs and activities that will develop and maintain an incentive for and motivation of employees in health and safety.

E. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates serious or reportable accidents and incidents and takes action to eliminate the causes.

F. Maintains a current knowledge of OSHA requirements and changes and how they affect the WDA. Keeps the Department Safety Manager informed of findings.

G. Assembles Department Safety Committee at least annually for updates on Department safety initiatives. This Committee includes: Division Safety Officers and/or Division Managers and the Department Safety Manager/Administrative Services Manager.

## **DEPARTMENT SAFETY MANAGER/ADMINISTRATIVE SERVICES MANAGER**

A. Administers all aspects of the occupational health and safety program. Serves on Department Safety Committee and assures adequate representation from each division on the Committee.

B. Recommends disciplinary action for repeat health and safety violations.

C. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 300 and other notices required by Wyoming Workers'

Safety. Ensures this information is posted in an area where it can be viewed by employees.

D. Reports accidents that result in an occupational fatality or three or more hospitalized workers to Wyoming Workers' Safety at 778-7786 within eight (8) hours of occurrence.

E. Maintains all records and reports of accidents that have taken place during WDA operations.

F. Ensures that employee's Report of Occupational Injury or Disease report is filed with the Workers' Compensation office within ten days of employee's notification of an occupational injury or disease.

G. Processes all paperwork associated with accidents, on-site inspections and in-house audits and maintains a permanent record of these for WDA files.

H. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.

I. Maintains all training records as part of personnel records.

## **ALL DEPARTMENT OF AGRICULTURE EMPLOYEES**

A. Conduct all work in a safe manner.

B. Report any unsafe conditions to Supervisor, Division Manager and/or Division Safety Officer or Department Safety Officer and suggests ways to correct the hazard(s).

C. Understand the importance of working in a safe manner.

D. Assist with accident investigations as required.

E. Inform Supervisor of any and all injuries according to the accident reporting procedures in this plan.

F. Use PPE properly and maintain all PPE in a state of good repair.

G. Inform Supervisor of need for additional or new training and/or PPE.

H. Attend all required safety training.

## **HEALTH AND SAFETY TRAINING**

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to our work. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

Employees shall receive appropriate training and continuing education for the knowledge, skill and information necessary to conduct all work activities in a healthy and safe manner prior to hazardous exposures. This training may be formal or informal, including on-the-job training by supervisors or lead workers.

Various individual Wyoming Workers' Safety programs specify that training be provided to employees. Division Managers, Division Safety Officer and Supervisors will ensure all employees are scheduled and provided this training as required.

### **A. New Employee orientation**

New employees shall receive an initial health and safety orientation. This orientation may be conducted by the employee's supervisor, Division Safety Officer or the Department Safety Officer. The orientation shall consist of a review of the WDA safety plan and the employee's applicable division appendix, emergency procedures applicable to the employees work station, general safety and health rules, major hazards and protections, including the fitting and issuance of any required PPE. The employee shall be instructed on the proper care, use and storage and replacement of assigned PPE at this time. Employees shall sign for any equipment and training received. Re-orientation may be necessary when an employee changes job duties or locations or if the change involves significant new hazards or protections.

### **B. Supervisor health and safety training**

First-line Supervisors are close to the work and have direct responsibility for personnel doing the work. The first prerequisite for effective health and safety supervision is an understanding of the hazards, protections, and emergency procedures associated with the supervised work. All Supervisors must show knowledge of the hazards associated with their particular duty area and be able to

show proper ways to abate those hazards.

### **C. Supervisors' responsibility for training**

In addition to hazard awareness, recognition and controls, Supervisors need to be able to train and motivate their subordinates to: recognize hazards, follow emergency procedures and use proper protective measures to deter accidents. Supervisory effectiveness is vital to quality health and safety performance. Supervisors may need coaching or specialized training to acquire these supervisory skills.

### **D. Managers' health and safety training**

Managers shall lead by example. Therefore they must at least be trained to provide for their personal health and safety. They shall also be trained to exercise leadership roles regarding health and safety issues throughout the workplace. Managers shall also be responsible for the oversight of training of their Division Safety Officers.

### **E. Management health and safety training**

Managers must understand both the way and extent to which effective health and safety protection impacts the overall effectiveness of the business. Accidents and injuries cost money and affect the Department's morale. Managers who understand this are far more likely to ensure that the health and safety management system operates as needed.

## **HAZARD IDENTIFICATION AND ASSESSMENT**

### **A. Comprehensive health and safety surveys**

The Department Safety Officer, in conjunction with Division Safety Officers, shall conduct annual comprehensive hazard surveys to identify new or existing hazards as well as to find ways to correct the hazards.

### **B. Regular in-house health and safety self-inspections**

The WDA health and safety program will be reviewed annually by the Department Safety Officer and the Division Safety Officers. The purpose of regular



in-house health and safety inspections is to identify hazards and unsafe practices before they cause an injury or accident.

### **C. Surveillance of Established Hazard Controls**

Surveillance for workplace hazards shall be a constant and on-going process. Daily surveillance by all employees is necessary for the elimination of hazards before an accident or incident occurs.

### **D. Hazard Reporting System**

It is the responsibility of everyone (Managers, Supervisors and all employees) to identify, report, and correct all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the workplace and day-to-day operations. Reporting hazards is a protected activity and no action will be taken against anyone for identifying unsafe conditions. Reports of hazards may be made to any of the following: Department Safety Officer, Division Manager, Division Safety Officer, or immediate Supervisor.

### **E. Change Analysis**

All levels of the organization shall be responsible for current and future planning activities involving changes in facilities, equipment, materials, or processes, including the safety and health aspects of such changes. Planning procedures shall ensure the safety and health input of appropriate personnel such as, the Division Safety Officer and affected Supervisors and employees. This is particularly necessary for new activities or processes.

### **F. Accident Investigation**

Accidents involving personal injury or property damage shall be investigated. This investigation shall be conducted by the Department Safety Officer and include the injured employee, immediate Supervisor, Division Safety Officer and any witnesses. The Safety Committee and/or Department Safety Manager may also be included as needed. The results of this investigation shall be documented and include the root cause of the accident. This investigation shall not be concluded until there is a recommendation or procedural change to prevent another similar accident.

### **G. Incident Investigation**

Any health and safety incident is also known as a “near miss” event. All employees are encouraged to report any health and safety incident to their immediate Supervisor, Division Safety Officer or Division Manager. Upon the Supervisors or Division Managers recommendation the Department Safety Committee, Department Safety Officer, and/or the Department Safety Manager may be called upon for assistance. The purpose of this “near miss” investigation is to create a recommendation or procedural change to prevent another similar “near miss.”

#### **H. Material Safety Data Sheets**

Material Safety Data Sheets (MSDS) shall be reviewed and evaluated to assist in the prevention, elimination, or control of workplace hazards posed by chemical products.

#### **I. Effective job hazard assessment**

Identified hazardous job activities shall be subject to a job hazard assessment. Job hazard assessments are a formal technique for hazard detection involving careful study and recording of each step in a job, identifying existing or potential hazards associated with each step, and determining the best way to perform the job to reduce or eliminate these hazards. Job hazard assessments will be conducted with either the Department or Division Safety Officer and the WDA employee performing the job. When more than one employee will be conducting the same job more than one hazard assessment is preferred but not required.

#### **J. Expert hazard analysis**

Identified hazardous job activities may be subjected to an expert hazard analysis. Such analysis may consist of, but is not limited to industrial hygiene testing, ergonomic evaluations, and other specialized safety and health services. These analyses shall only be authorized by the Department Safety Manager at the request of the Division Safety Officer or Department Safety Officer.

### **HAZARD PREVENTION AND CONTROL**

#### **A. Feasible engineering controls**

The hazards identified during the hazard identification and assessment shall be controlled by the hierarchy of: engineering controls, administrative controls and lastly, personal protective equipment. Even though engineering and administrative controls may not eliminate the hazard, these controls shall be instituted to the maximum extent feasible.

#### **B. Health and safety rules and work practices**

The WDA has developed a basic set of health and safety rules which are attached as Appendix A. Additionally, each division has adopted a set of health and safety rules, these are attached as appendices. These basic rules are established as minimal standards. Failure to comply with these basic rules may result in disciplinary action. All employees shall be instructed in these requirements prior to any relevant exposures.

#### **C. Applicable OSHA-mandated programs**

Any mandated program as applicable to the WDA shall be developed and implemented. Specific programs are included within the appropriate division's health and safety plans.

#### **D. Personal protective equipment**

The WDA has conducted a Personal Protective Equipment (PPE) Assessment. PPE is appropriate and has been made available, as required, when needed for employee duties. Employees have been trained to ensure that PPE is carefully maintained and properly used.

#### **E. Housekeeping**

The appearance of the facility as maintained with proper housekeeping is defined in the Department's basic health and safety rules found in Appendix A.

#### **F. Emergencies**

The WDA has planned and prepared for reasonably anticipated emergency situations. Emergency situations include fire, natural disasters known to the area, catastrophic failures in the Department or neighboring facilities, workplace violence, and perhaps, terrorist acts. The Department's plans for these events are located in

the “Wyoming Department of Agriculture’s Emergency Response Plan”. This plan will be reviewed at least annually by the Department Safety Officer.

#### **G. Emergency medical care**

In the event of a major emergency medical situation contact your local emergency medical services provider by dialing 911 (or 9-911 within the state phone system in Cheyenne). Minor injuries may be treated at the first aid stations located throughout the Departments facilities. Contact your Supervisor as soon as possible, but no later than 72 hours after the accident to inform them of your accident, any resulting injuries and your condition.

#### **H. Preventive maintenance program**

Preventive maintenance is important because equipment failures can cause accidents, injure employees, damage property and otherwise be very costly. Preventive maintenance consists of following the manufacturer’s recommendations, performing scheduled maintenance and responding to employees’ concerns and repair requests. Defective equipment shall be tagged out of service and locked-out, if appropriate.

#### **I. Tracking hazard corrections**

All identified hazards from inspections, job surveillance and employee concerns shall be documented and tracked to verify corrective actions. In addition, all scheduled maintenance activities and repair orders shall be documented and tracked to verify the completion or corrective action. Corrective actions shall be completed in a timely manner pending its seriousness. Corrective actions taking 30 days or longer shall be reviewed by the Department Safety Officer and may need to be referred to the Department Safety Manager in order to be resolved.

### **HAZARD PLANNING AND EVALUATION**

#### **A. Injury/illness data analysis**

The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained in the WDA’s Cheyenne office (Smith Building) for each work facility. The summary section of the OSHA Form 300 will be posted at that location by February 1st of the following year and remain in place until April 30<sup>th</sup>. Workplace injury and illness data shall be evaluated and analyzed to enumerate

injury and illness types, to detect time trends and spatial patterns, and to determine proportional distributions among operations and personnel. Results of the analyses are useful in detecting hazards and setting priorities for hazard corrections.

#### **B. Hazard incidence data analysis**

Data regarding “near misses” shall be evaluated and analyzed to enumerate hazard types, to detect time trends and spatial patterns, and to determine proportional distributions among operations, equipment and personnel. The results of the analyses will be used in setting hazard prevention priorities.

#### **C. Health and safety goals and objectives**

The Departments goal is to reduce the workers’ compensation loss ratio of injury claims cost versus premiums paid by 10% per year. This will achieve a workers’ compensation base rate discount in the Wyoming Safety Discount Program.

In addition, it shall be the goal of this Department to eventually reduce occupational injuries and illnesses to below the national Lost Workday Incidence (LWDI) average for our Standard Industrial Classification (SIC) code.

#### **D. Health and safety action plan**

The health and safety goals for the WDA shall be achieved by comprehensive health and safety hazard inspections, accident and incident investigations for root causes, adequate and necessary training for all employees.

#### **E. Annual review of the overall health and safety program**

The WDA shall perform an annual audit of the organizational safety and health program and of all applicable OSHA-mandated programs as well.

### **WORKERS' COMPENSATION CLAIMS MANAGEMENT**

The following actions shall be taken on all accidents/injuries being submitted as a Workers' Compensation claim.

A. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate Department officials, such as the safety manager or claims manager. Accidents/incidents may be investigated by the Division Safety Officer, Department Safety Officer, Supervisor,

or Division Manager to determine the facts and take corrective action to prevent recurrence.

B. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.

C. The appropriate Division Manager or Administrative Services Manager will complete the Employer's Information section of the same report within ten days of the notification.

D. The Administrative Services Manager will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report within ten days of the notification.

E. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.

F. Injured employees will be entered into a modified job program if such work is available, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.

### **DRUG-FREE WORKPLACE**

A. It is the policy of the State of Wyoming to maintain a workplace free of substance abuse.

B. A list of community resources that provide substance abuse treatment and prevention services shall be posted on the bulletin board where they may be regularly viewed by employees. The Department of Health also provides information on their website, or may be contacted directly.

C. Reporting to work or performing work for the WDA while impaired by or under the influence of illegal drugs or alcohol is prohibited. Testing for drug or alcohol use is not required in determining whether an employee is impaired by or under the influence of drugs or alcohol. Eyewitness evidence of unusual behavioral and physical signs and symptoms can be used to determine whether an employee is impaired or under the influence of drugs or alcohol.

D. The illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance by an employee in the workplace is prohibited.

E. Violation of such prohibitions by an employee shall result in discipline or dismissal in accordance with the State of Wyoming Personnel Rules and applicable agency policies and procedures.

F. The conviction of an applicant or employee for the illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance outside the workplace shall be taken into consideration in determining job qualification or in administering disciplinary action up to and including dismissal.

G. All State of Wyoming buildings and vehicles are smoke free work places. Smoking is not allowed in these areas. This includes all WDA buildings and vehicles, including permanently assigned vehicles.

## **APPENDIX A**

### **Wyoming Department of Agriculture**

### **HEALTH AND SAFETY RULES**

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.

The following are the primary Wyoming Workers' Safety occupational health and safety rules and regulations applicable to our operations that must be adhered to.

#### **A. General Workplace Safety Rules**

1. Report unsafe conditions to your immediate supervisor.
2. Promptly report all accidents/injuries/incidents to your immediate supervisor.
3. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
4. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
5. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
6. Keep all equipment in safe working condition. Never use defective



tools or equipment. Employees shall report any defective tools or equipment to their immediate supervisor.

7. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.

8. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, un-jamming, and adjustments are made.

9. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.

10. Practice good housekeeping at all times.

11. Training on equipment is required prior to unsupervised operation.

12. Compliance with all State of Wyoming and WDA safety rules and policies is required at all times.

## **B. Housekeeping**

1. Proper housekeeping is the foundation for a safe work environment.

2. All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of tripping and slipping hazards. Oils, greases, and other liquids will be immediately cleaned up if spilled.

3. Combustible scrap, debris, and garbage shall be removed from the work area and disposed of properly at frequent and regular intervals.

4. Stairways, walkways, exit doors, areas in front of electrical panels and accesses to fire fighting equipment will be kept clear of storage, materials, supplies, trash, and other debris at all times.

5. Overhead storage areas will be marked as to maximum load rating.

## **C. Fire Prevention**

1. All portable fire extinguishers located in buildings will be conspicuously located, accessible and maintained in operating condition. Portable fire extinguishers located in WDA vehicles will be maintained in operating condition and located so as to provide access. All portable fire extinguishers will receive a

monthly visual inspection and when required an annual service check. These will be documented on a tag on the extinguisher or on another form.

2. Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as to their character or "Not an Exit."

3. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon.

4. When heat producing equipment is used, the work area must be cleared and kept clear of all fire hazards and sources of potential fires.

5. Fire extinguishers will be readily available at all times when utilizing heat-producing equipment.

#### **D. Industrial Hygiene and Occupational Health**

1. All automated external defibrillators (AED) will be conspicuously located, accessible and maintained in operating condition. All AED's will be checked each month and maintained according to the manufacture's standards. These will be documented on a tag on the AED or on another form.

2. Employees exposed to noise levels above the permissible noise level will be placed in a hearing conservation program. Hazardous noise areas will be posted and hearing protection worn in those areas as required.

3. Employees exposed to harmful gases, fumes, dust and similar airborne hazards will be furnished protection through proper ventilation or personal respiratory equipment.

#### **E. Personal Protective and Related Equipment**

1. Personal protective equipment (PPE) must be worn as required in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor, division safety officer or Department safety officer. Equipment selection and wearing requirements are determined from this assessment.

2. Safety glasses, goggles, or face shields will be worn in those areas where there is a reasonable probability of injury to the eye from flying particles, molten metal, chemicals/acids/caustics, light radiation or other eye hazards.

3. Head protection (hard hats) will be worn for protection from falling objects or work near energized electrical contact.

4. Foot protection will be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole or electrical hazards.

5. Hand protection is required when hands may be exposed to severe cuts/abrasions, chemical/thermal burns or chemical contact/absorption.

6. Appropriate gloves, aprons, goggles, and boots will be used when necessary for protection against acids and other chemicals which could injure employees.

7. Respiratory equipment is needed for protection against toxic and hazardous fumes/dusts. Employees needing respiratory protection shall follow all rules and guidelines as set forth in the WDA respiratory protection program.

8. The use of safety harnesses, and lanyards is required when working more than six feet above a floor or ground level and there are no guardrails or other forms of fall protection. Each employee will be on a separate safety line, and this line will be adjusted so that the employee cannot fall more than four feet. Employees shall use two lanyards and approved attachment methods to ensure that they are always connected to an attachment point.

9. Employees shall inspect their PPE on an annual basis or prior to each use whichever occurs more frequently.

#### **F. Lockout/Tagout Program**

1. Before any work or maintenance is performed on any machine, equipment, tool, or electrical system, they will be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold).

2. The Lockout/Tagout Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment, or release of stored energy, could cause injury.

## **G. Electrical**

1. Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.
2. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
3. Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.
4. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.
5. Electric cords and their strain relief devices will be in good condition, with no splices.
6. Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief device.
7. Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to walls, poles, equipment, etc.
8. All lamps below seven feet used for general illumination will have the bulbs protected against breakage.

## **H. Guarding**

1. All flywheels, shafting, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded or enclosed when located below seven feet above the floor or work platform.
2. Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses, etc., will not be removed when operating. Guards removed for servicing or other work on the machine or equipment will be immediately replaced upon completion of the work.
3. Woodworking equipment, such as power saws, radial arm saws, or

table saws, nor portable abrasive grinders, will not be operated unless all required guards are in place. Featherboards and pushboards will be used when necessary.

### **I. Compressed Gas Cylinders**

1. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
2. Cylinders must be transported, stored, and secured in an upright position. They will never be used as rollers or supports.
3. Cylinder valves must be protected with caps when being stored. Cylinders not actively being used shall be stored with the main valve closed.
4. Oxygen cylinders and fittings will be kept away from oil and grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.
5. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

### **J. Ladders**

1. Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service, and repaired or replaced. They will be tagged or marked as such.
2. Portable ladders will be placed to prevent slipping, or if used on other than stable, level, and dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.
3. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
4. The top of a stepladder will not be used as step.
5. Only one person will be on a ladder at a time.

### **K. Flammable and Combustible Liquids**

1. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.

2. No more than 25 gallons of Class IA and 120 gallons of Class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.

#### **L. Cranes/Hoists**

1. All cranes/hoists will be inspected prior to each use/during use to make sure it is in safe operating condition.

2. A monthly inspection of hooks, running ropes, and hoist chains will be made and a certification record to include date, inspector signature, and hook/rope/chain identifier will be maintained. Monthly inspections are not required when the units will be idle for extended periods of time (45 days or more). An inspection is required prior to returning the units to service. See 1910.179(j) for inspection requirements.

3. Regardless of frequency of use all cranes deemed useable will be inspected annually. See 1910.179(j) for inspection requirements.

4. The rated load of the crane/hoist will be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.

5. Loads will never be swung over the heads of any person in the area.

6. When needed, tag lines must be used to control loads and keep workers away.

7. Loads, booms, and rigging will be kept at least 10 feet from energized electrical lines.

8. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.

9. All slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service. In addition, alloy chain slings will receive a thorough inspection periodically (at least annually).

10. Alloy steel chain slings, metal mesh slings, and synthetic web slings will have permanently affixed identification, markings, or coding to show rated

capacities.

11. Custom made lifting hooks shall be “proof-tested” to 125% of their maximum working load. Custom made lifting hooks shall be proof-tested at least every 2 years.

#### **M. Welding and Brazing**

1. Combustible material will be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, then the welding/cutting will not be done.

2. Welding helmets and either safety glasses or goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to guard against slag while chipping, grinding and dressing of welds.

3. Welding screens will be used and in proper position to protect nearby workers from welding rays.

4. Cables, leads, hoses, and connections will be placed so that there is no fire or tripping hazards. Cables will not be wrapped around the welder's body.

5. Adequate ventilation is a required for any welding or cutting operation.

#### **N. Tools**

1. Hand tools with broken/cracked handles, mushroomed heads, or other defects will not be used. Files will have handles installed.

2. Take special precautions when using power tools. Defective tools will be removed form service.

3. Power tools will be turned off and motion stopped before setting tool down.

4. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.

5. Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used



when ripping.

6. Portable abrasive side-winder grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.

7. Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel, and side spindle/nut guards installed.

8. Air compressors will be drained frequently to prevent buildup of water in the tank.

9. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 PSI by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.

10. Any employee-furnished tools of any nature must meet all Wyoming Workers' Safety and ANSI requirements prior to use.

#### **O. Safety Railings and Other Fall Protection**

1. All open sided floors and platforms four feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail and toeboard if required).

2. All stairways of four or more risers will be guarded by a handrail, or stair rails on the open side. Handrails or stair rails will be provided on both sides if the stairs are more than 44 inches wide.

3. When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.

4. Safety harnesses, belts, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.

5. Adjustment of lanyards must provide for a not more than a six foot fall, and all tie off points must be at least waist high.

#### **P. Forklifts**

1. Only authorized and trained employees will operate forklifts and

other industrial trucks.

2. Safe speeds, load handling, turning, and other safe driving practices will be followed at all times.
3. Operators will ensure loads are stable and/or secure before moving.
4. Employees will not operate any forklift that is in need of repairs, defective, or unsafe. Such forklifts will be removed from service for repair.

#### **Q. Driving Safety**

1. All vehicle operators are required to have a current and valid drivers' license for the vehicle to be operated, i.e., motorcycles, trucks, commercial drivers' license (CDL).
2. Unauthorized use of state/department vehicles shall not be permitted.
3. All cargo or other items, i.e., laptops, suitcases, etc, shall be loaded and secured to prevent them from creating hazards in the event of hard braking.
4. Prior to entering the vehicle, operators shall visually inspect the entire vehicle looking for broken windows, light covers, low tire pressure, etc. Any damage shall be reported to the employee's supervisor.
5. The operator shall check and adjust all mirrors to ensure proper vision.
6. All occupants shall fasten their seat belts. The vehicle shall not be started until all occupants have fastened their seat belts.
7. The operator shall locate all gauges and switches for proper function and location prior to operation of the vehicle. Brakes shall be tested prior to on-road use to determine their effectiveness.
8. Operator's shall obey all traffic laws and posted speed limits while operating the vehicle.
9. Vehicles shall NOT be operated while under the influence of alcohol or drugs which may impair the operator's driving ability. This includes some prescription drugs and over-the-counter drugs..

10. Cell phone operation shall only be conducted while stopped and out of traffic.

11. Operator's shall not become involved in "road rage". If aggressive drivers are encountered pull over to the right lane or the side of the road and allow them to pass.

#### **S. Traveling Safely**

1. If a vehicle becomes disabled, call for help on a cell phone or display a white flag on the antenna as a request for help. Require identification of strangers who offer assistance.

2. Keep all doors locked, park in well lit areas and have the vehicle keys ready to enter the vehicle.

3. When approaching a vehicle, observe any persons in the vicinity and their activities

4. Employees shall provide their supervisor with a trip itinerary.

5. All employees shall ensure that their vehicle is equipped with a first aid kit, fire extinguisher and winter survival kit (when conditions warrant) and that they are aware of their contents and locations in the vehicle.

#### **R. ATV Safety**

1. Supervisor approval is required prior to operating an ATV for WDA business.

2. All WDA employees shall attend and successfully complete the WDA "Basic ATV Use and Safety Training" course prior to operating an ATV for the Department of Agriculture.

3. All employees shall obtain and wear a properly fitted and approved helmet and other PPE as required prior to any use of an ATV.

### **APPENDIX B**

## **Wyoming Department of Agriculture**

### **Technical Services Division**

### **HEALTH AND SAFETY RULES**

## **A. General Safety Rules**

1. Employees shall follow the safety rules of any company or establishment at which an inspection is being performed. This may include but is not limited to the use of eye protection, head protection or foot protection.
2. Employees shall follow all additional safety procedures and guidelines as set forth in NIST Handbook 112 (Examination Procedure Outlines for Commercial Weighing and Measuring Devices) or other relevant procedures manuals.
3. Employees shall understand the proper use, care and inspection of PPE that has been issued to them prior to the use of that PPE.
4. Employees shall never knowingly place themselves in danger in order to conduct an inspection or while conducting an inspection.
5. Employee shall have the right to not perform or complete an inspection if they feel that the conditions present at the establishment (environmental, mechanical or otherwise) represent a hazard to their safety.

## **B. Apiary Inspections**

1. Employees performing Apiary inspections shall be properly fitted with standard bee inspection PPE.
2. Employees shall understand the proper use and care of such equipment prior to performing any inspections.

## **C. Grain Warehouse Inspections**

1. All employees performing grain warehouse inspections shall wear and use fall protection PPE when climbing ladders above 10 feet.
2. Employees shall be properly fitted for such PPE and understand the use and care of the equipment prior to use.

## **D. Tank Rack Meter Inspections**

1. All employees performing tank rack meter inspections shall wear

proper hand and eye protection while performing inspections.

2. All available equipment shall be used to ensure that proper grounding is achieved.

#### **E. LPG Meter Inspections**

1. All employees performing LPG meter inspections shall wear proper hand and eye protection while performing inspections.

2. All pressurized connections made for the inspection shall be checked for leakage by the employee prior to conducting an inspection using a commercial leak detection fluid.

3. A leak inspection shall be performed anytime lines or hoses are disconnected and reconnected.

#### **F. Pesticide Applicator Inspections**

1. Employees performing pesticide applicator inspections shall wear disposable nitrile gloves when needed to ensure that chemicals do not contact skin. Disposable gloves shall be worn for a maximum of one inspection.

2. Employees shall wear appropriate eye protection when handling pesticide containers that have been opened.

3. Standard EPA safety guidelines for pesticide inspectors and inspections shall be followed when applicable.

#### **G. Medium and Large Capacity Scale Inspections**

1. Employees performing medium and large capacity scale inspections shall wear safety shoes or boots that are marked and rated "ANSI Z41 I/75 C/75" or higher.

2. Employees shall never walk under a suspended load nor allow a suspended load to be passed overhead at any time during the inspection. This includes the process of loading and unloading of test weights.

#### **H. Vehicle Tank Meter (VTM) and Gas Pump Inspection**

1. Employees performing VTM and gas pump inspections shall wear proper hand and eye protection while performing these inspections.

2. Disposable gloves shall be worn for a maximum of one inspection. Reusable gloves shall be cleaned of all excess fuel prior to storing.

### **I. Nursery Stock Inspections**

1. Employees performing nursery stock inspections shall contact establishment management prior to conducting an inspection to ensure that no pesticide treatments have been made which may be harmful to the inspector.

## **APPENDIX C**

### **Wyoming Department of Agriculture**

#### **Consumer Health Services Division**

#### **HEALTH AND SAFETY RULES**

### **A. General Safety Rules**

1. Employees shall follow the safety rules of any company or establishment at which an inspection is being performed. This may include but is not limited to the use of eye protection, head protection or foot protection.

2. Employees shall understand the proper use, care and inspection of PPE that has been issued to them prior to the use of that PPE.

3. Employees shall never knowingly place themselves in danger in order to conduct an inspection or while conducting an inspection.

4. Employee shall have the right to not perform or complete an inspection if they feel that the conditions present at the establishment (environmental, mechanical or otherwise) represent a hazard to their safety.

### **B. Bison Slaughter**

1. Employees performing field ante mortem inspections shall conduct their inspections from inside an enclosed vehicle and shall remain in the vehicle for the duration of the inspection.

2. Ante mortem inspections performed on penned bison shall only be performed from outside the pen with all gates closed. Employees shall never enter a pen occupied with bison to conduct an inspection.

3. Employees shall remain aware of various slaughter locations and ensure that plant personnel are aware of the employee's location during all slaughter and inspection activities.

4. WDA personnel shall never assist with slaughter operations.

### **C. Restaurant and Retail Food Inspections**

1. Employees shall wear shoes in good condition which are equipped with a non-slip sole.

2. Employees shall be aware of hot and cold surfaces at each inspection location and protect themselves accordingly during the inspection.

### **D. Swimming Pool and Spa Inspections**

1. Employees shall never enter an equipment room which has any amount of standing water on the floor.

2. Employees shall never open or adjust any equipment used to regulate pool or spa equipment. If an inspection requires this type of equipment to be opened or adjusted the inspector shall require the establishment operator/owner to do so.

### **E. Livestock Slaughter Inspections**

1. Employees shall remove themselves from the slaughter area whenever firearms are being used to euthanize an animal.

2. Employees shall wear hearing protection anytime a "splitting saw" is being operated or during any other time that the inspector anticipates a sudden loud noise.

### **F. Dairy Inspections**

1. Employees shall not assist with the movement or handling of livestock.



2. Employees shall ensure that their footwear is appropriate to the conditions present at the inspection site to reduce the possibility of slips, trips and falls.

**APPENDIX D**  
**Wyoming Department of Agriculture**  
**Administration Division**  
**HEALTH AND SAFETY RULES**

**A. General Safety Rules**

1. Employees shall not use chairs, desks or any other office furniture to aid in reaching an item. Only ladders in good working condition shall be used to gain access to out of reach objects.

2. Doorways, hallways and other walkways shall be kept free from all clutter and obstructions. This includes boxes, waste bins and office equipment/furniture.

3. Proper lifting procedures shall be followed whenever lifting an object, regardless of size or weight.

4. File cabinets shall only be used with one open drawer at any time and shall have all drawers closed at the end of each use.

5. Movement of large items or items requiring overhead storage shall only be handled by two or more people.

**APPENDIX E**  
**Wyoming Dept of Agriculture**  
**Wyoming State Fair and Rodeo Division**  
**HEALTH AND SAFETY RULES**

**A. General Safety Rules**

1. Employees shall understand the proper use, care and inspection of PPE that has been issued to them prior to the use of that PPE.
2. Employees shall never knowingly place themselves in danger in order to conduct any activity.
3. Employees shall have the right to not perform or complete any activity if they feel that the conditions present at the time (environmental, mechanical or otherwise) represent a hazard to their safety.

**B. Building Maintenance**

1. Prior to entering any confined space employees shall take measurements to ensure that safe levels of oxygen are present in the space and that no other gases are present at harmful levels. A trained observer shall be stationed within visual or audible range any time an employee enters a confined space.
2. Employees shall Lock Out/Tag Out all appropriate electrical equipment before beginning any electrical work.

3. If at any time operations are deemed to be hazardous, appropriate signage around the work area shall be used to protect employees and the public.

### **C. Custodial and Janitorial Duties**

1. Employees shall read and understand all labels of cleaning and disinfecting chemicals before they are used.

2. Chemicals shall never be mixed, except as provided by instruction from a manufacturer.

3. Adequate ventilation must be available and used while working with cleaning chemicals.

4. MSDS's for all products are available at the Maintenance Shop Office.

5. If at any time operations are deemed to be hazardous, appropriate signage around the work area shall be used to protect employees and the public.

6. Proper eye and hand protection shall be worn when using cleaning or disinfecting chemicals.

### **D. Event Set-up and Tear-down.**

1. Employees will be instructed in proper lifting techniques and shall use those techniques during event set-up and tear-down.

2. Employees shall be observant for their safety and others' around moving equipment used during event setup and tear down.

3. Only employees trained and authorized to operate equipment shall be allowed to do so.

### **E. Landscape Maintenance**

1. Employees shall receive will receive documented training and testing from the Wyoming State Fair Head Mechanic on all equipment and machinery prior to use.

2. Any damage or problems with any equipment or machinery shall be reported to the Mechanic as soon as possible. Damaged equipment and machinery shall not be operated.

3. When operating equipment or machinery employees shall constantly observe their surroundings for hazardous situations to ensure their personal safety as well as the safety of the public and any livestock present at the Wyoming State Fairgrounds.

**APPENDIX F**  
**Wyoming Department of Agriculture**  
**Natural Resource & Policy Division**  
**HEALTH AND SAFETY RULES**

**A. General Safety Rules**

1. Employees shall not use chairs, desks or any other office furniture to aid in reaching an item. Only ladders in good working condition shall be used to gain access to out of reach objects.
2. Doorways, hallways and other walkways shall be kept free from all clutter and obstructions. This includes boxes, waste bins and office equipment/furniture.
3. Proper lifting procedures shall be followed whenever lifting an object, regardless of size or weight.
4. File cabinets shall only be used with one open drawer at any time and shall have all drawers closed at the end of each use.
5. Movement of large items or items requiring overhead storage shall only be handled by two or more people.
6. Employees shall never knowingly place themselves in danger in order to conduct any activity.
7. Employees shall have the right to not perform or complete any activity if they feel that the conditions present at the time (environmental, mechanical or otherwise) represent a hazard to their safety.

## **B. Field Safety Rules**

1. Employees shall have completed All-Terrain Vehicle Safety Training and observe all pre-trip inspections and instructions before utilizing and All-Terrain Vehicle in the field.
2. Employees shall use all proper safety equipment pertaining to the job being done, i.e. hard hats, steel-toed shoes, and fire retardant clothing.

## **C. Horse Safety Rules**

1. To utilize a horse in the field, Employees must first obtain approval from Division Manager.
2. Employee must have an understanding of the job to be done and knowledge of the terrain being covered.
3. Employee must understand their riding ability and know the animal they will be utilizing.
4. Prior to the Employee using a personally owned horse and trailer, the Employee must file the following documents with the Wyoming Department of Agriculture:
  - a. Any certification specifically needed for the area into which the employee is travelling, including but not limited to: Certificate of Veterinary Inspection, Coggins test, applicable Movement Agreements, Etc.
  - b. Brand inspection
  - c. Proof of current trailer registration
  - d. Copy of Employees drivers' license
  - e. Employee shall complete and sign the Wyoming Department of Agriculture Use of Personal Horse Memorandum of Agreement.
5. Prior to the Employee using a horse owned by someone else, the Employee shall:
  - a. Have the Animal Trustee or Owner sign the Wyoming Department of Agriculture Waiver of Liability

- b. Sign and have Division Manager and Administrative Services Manager sign the Memorandum of Agreement for use of a horse owned by another party.
6. Cell phone use while attending to or riding a horse is prohibited.
7. If it is necessary to ride at night on roads or highways, wear a reflective vest and carry a flashlight.

**APPENDIX G**  
**Wyoming Department of Agriculture**  
**Analytical Services Laboratory**  
**HEALTH AND SAFETY RULES**

**A. General Safety Rules**

1. The Analytical Services Laboratory operates under the rules laid out in the University of Wyoming Environmental Health and Safety Manual ([http://www.uwyo.edu/ehs/EHS\\_Manual\\_Table\\_of\\_Contents.html](http://www.uwyo.edu/ehs/EHS_Manual_Table_of_Contents.html)).
2. Appropriate PPE must be worn while in the lab and when conducting all testing. Refer to MSDS's for chemical specific PPE.

**B. Procedures of Use for the Solvent Room**

1. Unlock and open door of Solvent Room and secure it open with hook on wall. **The door must remain open while working in the room. DO NOT WORK INSIDE THE ROOM WITH THE DOOR CLOSED.**
2. Turn on light.
3. Place the folding "No Smoking" sign outside the Solvent Room.
4. Dispense solvents either inside the room or outside the room on the "porch".
5. When finished, return folding "No Smoking" sign to Solvent Room.
6. Shut off light; **the exhaust fan must be left on at all times.**
7. **Check to make certain you have the key on your person.**

8. Close and lock door.

### **C. Standard Fume Hood Use**

1. Conduct all operations which may generate air contaminants at or above the appropriate Threshold Limit Value inside a hood.
2. Keep all apparatus at least 6 inches back from the face of the hood.
3. Never put your head in the hood when contaminants are being generated.
4. **Do not use the hood as a waste disposal mechanism.**
5. **Never store chemicals or apparatus in the hood. Store hazardous chemical chemicals only in an approved safety cabinet.**
6. Keep the hood sash closed as much as possible. When in use, the sash must, when possible, be closed to at least the annual inspection label affixed by EHS or lower.
7. Keep the slots in the hood baffle free of obstruction by apparatus or containers.
8. Minimize foot traffic past the face of the hood.
9. Keep laboratory closed (exception; some laboratory designs require the lab doors to be open).
10. Do not remove hood sash or panels except when necessary for apparatus set-up; replace sash or panels before operating.
11. Do not place electrical receptacles or other spark sources inside the hood when flammable liquids or gases are present. No permanent electrical receptacles are permitted in the hood.
12. Use an appropriate barricade if there is a chance of explosion or eruption.
13. If the hood sash is required to be partially closed for operation, the hood shall be so labeled and the appropriate closure point clearly indicated.



14. **If a power failure occurs, all apparatus in hoods shall be turned off until it is verified that the hood is operational again.**

**D. Perchloric Acid Hood Use and Wash Down Procedures**

1. Follow all the guidelines for a standard fume hood.
2. Use this hood **only** for the digestion of organic materials with nitric, sulfuric and/or perchloric acids. **Do not** use this hood for making hydrochloric acid only digestions.
3. **Always** keep the sash glass between your face and the material being digested.
4. Closely monitor the heating and reaction rate of the materials being digested. Increase the hotplate temperature slowly, as these reactions can get out of control rapidly. Do not leave perchloric acid digestions unattended until you are sure they are stable and under control.
5. **It is generally NOT considered safe to take perchloric acid digestions completely to dryness.**
6. Allow digested samples to cool in the perchloric acid hood.
7. Carry out all initial dilutions and heating to bring the digested material into solution in the perchloric acid hood.
8. Use a damp cloth or damp paper towels to wipe down heating devices, reagents, wash bottles, tongs, etc.
9. When you are finished remove all items from the hood, including samples, heating devices, reagents, wash bottles, tongs, etc., and make sure nothing is left on the floor of the hood or in the drain trough.
10. Close the sash, turn off the fan and turn on the hood wash water. Allow the water to run for approximately 5 minutes, turn on the fan and open the sash about one inch for approximately 30 seconds then turn the fan off.

11. Turn off the water and allow about 5 minutes for the water to drain and then start the fan again. Allow the fan to run for about 25 minutes with the sash raised about 6 inches. Shut down the hood.

12. Following the water flush, thoroughly clean any rag used to wipe up a perchloric acid spill with soap and water. When the rinsing is complete, immediately dispose of the rag in the outside dumpster. **Do not place in the laboratory trashcans.**

13. **Remember, perchloric acid can create a fire or explosion hazard when allowed to dry in contact with any organic material such as paper, cloth, rubber, grease and oil.**

14. The Perchloric Acid Hood will be washed down at the end of each day of use.

15. The Perchloric Acid Hood will receive a thorough wash down of at least 15 minutes each month. In addition the interior of the hood will be wiped down with a wet sponge, cloth or squeegee.

16. Annually, the exhaust stack and upper parts of the Perchloric Acid Hood will be visually examined.

**Appendix A**

**DEPARTMENT OF AGRICULTURE  
DOCUMENT CUSTODY FORM**

I, \_\_\_\_\_ representing \_\_\_\_\_ have  
taken custody of the files/documents itemized below, for copy purposes. I will  
maintain the integrity of these files and ensure they are replaced in order and in  
their entirety.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

#	DESCRIPTION	RETURNED
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**Appendix B**

**WYOMING DEPARTMENT OF AGRICULTURE**  
EXAMINATION OF DOCUMENTS ON SITE

DATE \_\_\_\_\_

FILE \_\_\_\_\_

By my signature on this document I understand that I may examine document(s) and file(s) belonging to the Department of Agriculture. None of these original documents will be removed from the Smith Building nor the files disturbed.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## Appendix C

## Wyoming Department of Agriculture

# Flex Time Request Form



Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Specific Hours Requested: \_\_\_\_\_

Reason for Request:\_\_\_\_\_

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Benefit to WDA/State: \_\_\_\_\_

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I understand flextime is an optional program approved on a basis of 6 months at a time, and the flextime schedule may be rescinded at any time.

I further understand while on flextime, I must continue to work 40 hours per week, and the requested schedule will not result in overtime or compensatory time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      Flextime time period:

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF WYOMING EXECUTIVE BRANCH  
NOTICE AND ACKNOWLEDGEMENT**

By my signature with initials and dating of this document below, I hereby certify that I have had the opportunity to read and participate in training concerning the State of Wyoming's policies. I further hereby submit that I understand and will abide by those requirements as stated in these policies with respect to my employment with the State of Wyoming. Moreover, I hereby understand that the original of this document signed and dated by me shall be kept in my personnel file and any violation of these policies by me may result in disciplinary actions being taken against me, up to and including dismissal from employment, as allowed pursuant to the State of Wyoming Personnel Rules.

Please initial each item and sign/date at the bottom of the page.

Department of Agriculture's E-mail Policy\_\_\_\_\_

Department of Agriculture's Internal Policies\_\_\_\_\_

Department of Agriculture's Safety Policies\_\_\_\_\_

Executive Order on Anti-discrimination (Executive Order 2000-4)\_\_\_\_\_

Executive Order on Code of Ethics (Executive Order 1997-4) and Video\_\_\_\_\_

Executive Order on Substance Abuse (Executive Order 1990-2)\_\_\_\_\_

Executive Order on Workplace Violence (Executive Order 20001-1)\_\_\_\_\_

Sexual Harassment Video "Changing Boundaries"\_\_\_\_\_

State of Wyoming Personnel Rules\_\_\_\_\_

Travel and Vehicle Management Policies including Defensive Driving Videos\_\_\_\_\_

Signed:

Print Name:

Date:



## Appendix E

### TUITION & TRAINING AGREEMENT

The Department of Agriculture and the employee agree to the following stipulations for tuition reimbursement:

- A. The class is work related and approved by division manager and Director.
- B. The Department of Agriculture may pay for, or if applicable, reimburse the employee for up to seventy-five percent (75%) of the costs directly related to employee-requested training. Costs included in this consideration are regular tuition and standard student fees assessed students. Textbooks and added on-line expenses or other materials will not be reimbursed. Payment will be made upon approval from A&I Purchasing and upon evidence of satisfactory completion of training with a grade of "C" or better, providing the employee has not separated from state service.
- C. Employees may be allowed to take up to six hours of college credit (employee requested) each semester during normal working hours but will be required to work the minimum 40 hours per week while taking courses. Flextime may be allowed to adjust schedules.
- D. The amount reimbursed by the state is to be repaid by the employee if he or she leaves State service within two (2) years after completion of the course.

Name of Class and Rationale for Departmental funding of course:

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Name of Institution: \_\_\_\_\_ Tuition: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F



### Wyoming Department of Agriculture Conflict of Interest and Affiliation Disclosure

My signature affixed below confirms that I have read and understand the Department of Agriculture's Code of Ethics Policy regarding conflict of interest and the State of Wyoming Personnel Rules regarding conflict of interest, and that I have reviewed and discussed the policies with my Supervisor.

In addition, I certify that I have listed below all of my "affiliations" as defined in the policies that have the potential to create conflicts of interest. Finally, by signing this document I agree to update this listing as necessary to report any and all affiliations having the potential to create conflicts of interest.

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Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_